



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2024

DATE ISSUED 24 MAY 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

: **PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that all the positions of the Office of the Premier advertised in the Public Service Vacancy Circular 17 dated 17 May 2024 with the closing date 01 July 2024, the closing date was erroneously captured as the 01 July 2024. The correct closing date is the 03 June 2024.
PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS: Kindly take note that the post of Community Development Worker with Ref No: CoGHSTA 53/24 (X8 Posts) advertised on Public Service Vacancy Circular 16 dated 10 May 2024 have been withdrawn.

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(TSHWANE NORTH TVET COLLEGE)**

Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the vacant positions.

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 or hand-deliver to: corner Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 10 June 2024 at 12:00

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, where applicable, qualification and employment verification). Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply.

OTHER POST

POST 18/01 : **SENIOR LABOUR RELATIONS OFFICER REF NO: TNC/CO/24-05/2**
Nature of Appointment: Permanent

SALARY : R376 413 per annum (Level 08), plus benefits
CENTRE : Central Office
REQUIREMENTS : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations/Labour Law or equivalent qualification. At least 3 years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). A valid driver's licence. Competencies, Abilities and Skills: Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct.

DUTIES : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. ensure compliance with legislative framework relating to grievances and disputes. keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the College. produce monthly reports and analyse the reports to establish trends and develop interventions where required. contribute to the College's planning and monitoring and evaluation processes. manage the implementation of policies,

resolutions, plans and strategies relating to labour relations. ensure compliance with legislative framework and monitor and evaluate implementation thereof, as well as suggest improvements where necessary. develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. conduct in-service training and induction of staff on labour related matters. attend to audit queries including the implementation of recommendations thereof. advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management. be willing to undergo continuous training and development. attend and run meetings.

ENQUIRIES

:

Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: (012) 401 1927 / Ms JM Nyalunga Tel No: (012) 401 1940

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

APPLICATIONS

- : **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Eastern Cape:** Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

- : 10 June 2024

NOTE

- : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes

as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 18/02 : **SPECIALIST: BUSINESS CONTINUITY MANAGEMENT REF NO: 2024/46/OCJ**

SALARY : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade 12 and a three (3) year National Diploma in Risk Management at NQF level 6 with 360 credits as recognised by SAQA, IT, Audit or equivalent 3 years' qualification Member of the Business Continuity Institute or equivalent professional bodies Certificate of the Business Continuity Institute (CBCI) and/or ISO 22301:2019/2012 Lead Implementer Certificate and/or other relevant certification will be an advantage A minimum of five (5) years' experience in Business Continuity Management with a track record of business impact analysis and disaster recovery site. Drivers License, Willingness to travel: Knowledge: ICT Infrastructure for disaster recovery, Call Centre Architecture and Functionality, Business Application support services, Facilities management, Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery, Business Impact Analysis, Business Strategy, Risk Management and Crisis Management, Media Management, ISO 22301/ Plan Do Act Methodology, Business Continuity Good Practice guide 2013/2018, Occupational Health and Safety Act. Skills: High level communication skills, Programme and Project Management, Strategic decision making, Leadership, Collaboration, Structured approach, Presentation Skills, Computer Literacy. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Manage the entity-wide Business Continuity strategies and response arrangements. Develop, validate and manage BCM plans, Conduct, review and manage analysis, provide governance progress reports in relation to BCM, Develop and manage business continuity and compliance management plans, policies and strategies.

ENQUIRIES : Technical Enquiries: Ms P Bam Tel No: (010) 493 2500
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 18/03 : **DEPUTY DIRECTOR: SOLUTIONS ARCHITECTURE REF NO: 2024/47/OCJ**

SALARY : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade 12 and a three (3) year National Diploma in Computer Science or Engineering or Informatics or equivalent at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' experience of delivering enterprise and / or solution architecture at Assistant Director/ Junior Management level, Valid TOGAF certification with knowledge of Government Wide Enterprise Architecture (GWEA). Valid drivers' license. Skills and Competencies: Knowledge or certifications in Microsoft Azure/Cloud Technology, Migration from on premise, infrastructure to cloud environments, Strong knowledge and experience in methodologies such as TOGAF, Service Orientated Architecture, ITIL, SDLC, Object Orientation and Web-services/ESB Middleman, Strong knowledge and experience in technical Competencies such as Microsoft Office Prod Good communication skills (written and verbal), Ability to adapt to constantly changing environment and quickly build understanding of business and ICT, Planning and organizing skills, Report writing skills, Negotiation skills, Good interpersonal skills, ICT

- Architecture, Project Management, Unified Modelling Language and Design toolsets. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Development and maintenance of architecture of all the solutions that are deployed at the OCJ. Develop and present winning solution proposals including inter alia solution strategy, architecture and design that meets OCJ requirement, Provide support to project management for system design and implementation, Conform to governance, compliance and risk regulations and standards, Establish and enhance relationships and network with partners, customers, Contribute to the Cloud Platform Services Solutions based on the ICT Strategy and Operational Model. This role involves active engagement in business analysis, encompassing information acquisition analysis and design, data access analysis and design, archive and recovery strategy development, security considerations, and change management processes. Furthermore, participation in the development of CGICT documents, ICT Governance Terms of Reference (charters), and providing input into business cases is essential. To maintain transparency and accountability, all work is diligently reported and documented within regular reporting cycles.
- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/04** : **DEPUTY DIRECTOR: DATABASE ADMINISTRATION REF NO: 2024/48/OCJ**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three (3) year National Diploma in Information Technology or Computer Science qualification at NQF level 6 with 360 credits as recognised by SAQA), A minimum of 3 years of experience in Microsoft SQL Server environment at Assistant Director / Junior management level, Valid Microsoft Certified Database Administrator certification. The following certification will be an added advantage: COBIT 5; ITIL; KING 3 or 4; Project Management Business Analysis; Certificate in SDLC, Business Process Management. Skills and Competencies: Knowledge of the basic configuration of the various systems, Sound knowledge and application of the GITO Requirements and Frameworks, Knowledge of the State Information Technology Agency Act 88 of 1998, Knowledge of the government policy framework consultation paper developed by GITO, Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework), Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation, Experience developing and administering database security, In depth understanding of data backup, recovery, and archiving procedure, Working knowledge of Microsoft SQL 2012/2014/2016, Installing database on Windows and Linux, Experience configuring and maintaining highly scalable environments, Tuning and troubleshooting Database instances, Microsoft SQL backup / Recovery Methodologies and strategies, System monitoring, performance tuning and database optimizing, Good communication skills (written and oral). Interpersonal skills, Good organizing and planning skills, Client orientation and customer focus, Problem-solving skills, Technical skills, Programme and Project Management skills, Leadership skills and Presentation Skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Manage and monitor database and the availability of data, manage and monitor database connectivity and access support throughout the OCJ, Manage and monitor the importing of large volumes of data into a data warehouse, and data Extraction Transformation and Loading (ETL, Manage and monitor backup and recovery plans and ensure procedures are created based on industry best practices, Manage the Sub Directorate. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and

administer all databases required for development, testing, and production. Install database software and any other tools that access the database. Do database health check. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Performs the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration, to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advise the backup team on the database that must be backed up. Devise backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and recovery. Implement and enforce security for all databases. Creating and administering user profiles. Granting optimum privileges to user in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintains database constraints to ensure integrity of the Database. Evaluates releases of database and its tools, and third-party products to ensure that the sites are running the products that are most appropriate. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.

- ENQUIRIES** : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/05** : **DEPUTY DIRECTOR: ICT PROJECTS REF NO: 2024/49/OCJ**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma/Degree in Information Systems/ Computer Science/ Project Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. King IV and PMBOK certification or proof of attendance (shortlisted candidates will be required to submit certificates). A Minimum of 3 years' relevant experience in the IT Project Management environment at Assistant Director/ Junior Management level, Portfolio of evidence on the delivery of enterprise ICT projects. Driver's License. Skills and Competencies: Knowledge of Project and Programme Management Frameworks, Project budgeting, Knowledge of Project Management best practice, Knowledge of Portfolio management/reporting, Knowledge of Project Risk Management, Corporate Governance principles (King Report) and PMBOK. Knowledge of DPSA Corporate Governance of ICT Framework. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Knowledge of SITA Act and Regulations, Knowledge of the PFMA and Treasury Regulations, Ability to work under immense pressure, Demonstrate commitment to work long hours, Sense of urgency, Initiative, Designing of resilient systems, Ability to work alone and in a team, Emotional intelligence, Ability to see the big picture, Assertive, Well organized. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Establish and maintain project governance, Plan and assemble strategic projects identified and approved within ICT, Coordinate ICT project processes and procedures, Ensure effective project and programme administration and compliance, Monitor and report on ICT project progress, delivery, budget and risks Manage the Sub-Directorate. Ensure that all ICT projects have sound business cases. Monitor the implementation of all projects and value propositions for ICT investments. Report on ICT projects in all appropriate OCJ Governance structures.
- ENQUIRIES** : Technical Enquiries: Ms NR Nengovhela Tel No: (010) 493 8751
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/06** : **DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: 2024/50/OCJ**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three-year National Diploma in Information Technology or Computer Science at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years experience in the field of Business Analysis at Assistant Director/Junior Management Level. Driver's License. Skills and Competencies: Good communication skills (written and oral), Computer literacy, Skills in interviews, Interpersonal skills, Problem solving skills, Good organising and planning skills, Good customer service focus, Project management, Decision making skills, Planning and organising skills, Leadership skills. Work independently and in a team-oriented, collaborative environment, Ability to work under pressure, Good attention to detail and levels of accuracy, Ability to demonstrate innovative and critical thinking, proven ability in multi-tasking and managing several deliverables at once, Ability to work overtime. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Manage project for systems implementation: Conduct research on possible solutions and provide recommendations based on findings, design products, testing, implementing, reporting, reviewing finished products, tracking performance and data quality, attend Change Advisory Board meetings to present and represent the Business Applications division in User Acceptance Testing deployment and Disaster Recovery testing, provide support to project managers with project planning, risk mitigation and scope management, provide support towards the achievement of key milestones during the project lifecycle. Manage business analysis and systems: Manage applications conformance and support, oversee the design, development, and implementation of software and hardware solutions, systems/products, review the implementation and changes where necessary to systems, provide support to the development of user requirements and functional specifications, Manage the analysis and design for ICT business applications: Manage and resolve business applications issues, conduct root cause analysis and provide updates thereof, ensure that end users are enabled to conduct their business effectively and efficiently, manage applications issues and root cause analysis adequately and timely, ensure that technology solutions and technical issues are proactively addressed. Manage effective analysis and documentation of customer journeys, map into features, user stories and sprint tasks: Design, improve interactions and processes in line with customer experience, create systematic and consistent requirements specifications in both technical and user-friendly language, analyse requirements and identify system and business change impacts (people, process, technology), review and update customer journey map, manage the organisation's core business processes and operations, document business processes, business requirements, business cases, test plans and test cases, manage, design, development, and implementation of software and hardware solutions, systems, or products, manage business and technical requirements, business processes modelling/mapping, elicitation, verification, business cases, test plan and cases and data modelling using Business Process Modelling Notation, provide technical advice to organisation's core business units in relation to processes and operation. Supervise and develop staff.
- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/07** : **ASSISTANT DIRECTOR: SERVER ADMINISTRATION REF NO: 2024/51/OCJ (X2 POSTS)**
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. MCSE (Microsoft Certified Systems Engineer) A minimum of (3) years' experience in management and support of the Server and Storage Infrastructure including Microsoft systems and Azure platform. A valid driver's license. Skills and Competencies: Knowledge of Windows Server 2012, 2016, 2019 and Windows 10. Knowledge of Microsoft Exchange 2013 and 2016 environment. Knowledge of DNS, DHCP, SQL, SCOM and SCCM. Advanced technical knowledge of VMWare (vCenter, vSphere) and Hyper-V virtualization technologies, Good communication skills (written and oral). Interpersonal skills, Client orientation and customer focus. Problem-solving skills, Technical skills, Computer skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Install, configure, maintain, and support the Microsoft environment, Install, configure and maintain the physical, virtual (VMware, Hyper-V), cloud (Azure) server and storage infrastructure, Ensure backup, rotation of offsite tapes and restoration/ recovery of the systems, Monitor performance and resource utilization across the virtual servers and storage, Update and maintain Active Directory Standards. Monitor and manage the daily replication of court recordings. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.
<u>ENQUIRIES</u>	: Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<u>NOTE</u>	: Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 18/08</u>	: <u>ASSISTANT DIRECTOR: NETWORK ENGINEER REF NO: 2024/52/OCJ (X2 POSTS)</u>
<u>SALARY</u>	: R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' relevant experience in the LAN/WAN environment, A certificate such as Cisco Certified Network Associate (CCNA), Aruba Certified Switching, Associate (ACSA), or Huawei Certified ICT Associate (HCIA) or equivalent, a valid Drivers license is must. the following will be regarded as added advantage -CCNP, ACSP and HCIP. Skills and Competencies: Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert, Knowledge of Desktop and Systems Support, ICT project Management, ICT Change Management, Knowledge of the PFMA and Treasury Regulations, Intermediate, Knowledge of Good Corporate Governance principles (King Report), Expert. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Plan, design, implement and monitor the network infrastructure technologies (LAN, WAN, VPN and VoIP), Develop network infrastructure specification, configuration and administration, Monitor and ensure network infrastructure including the data lines and internet breakout, Develop and maintain disaster recovery plans for network infrastructure, Maintain the data centre/server room standards as set by policy. Ability to monitor and manage server room's UPSs. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.
<u>ENQUIRIES</u>	: Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 18/09</u>	: <u>ICT SUPPORT CORDINATOR (X2 POSTS)</u>
<u>SALARY</u>	: R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

- CENTRE** : Eastern Cape Provincial Service Centre Ref No: 2024/53/OCJ
Mpumalanga Provincial Service Centre Ref No: 2024/54/OCJ
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the ICT, environment, Advanced Certificate in ITIL is an added advantage, One (1) year end user training, A valid driver's/driving license. The following will serve as an added advantage: CompTIA A+/N+, ITIL Foundations, COBIT 5, CompTIA Security+; Service Desk Institute; Service Desk Analyst International Certification. Skills and Competencies: Help Desk first line support, Knowledge of Government prescripts, regulations and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting a budget, Knowledge/ experience in evaluation of End-User Training, Knowledge of Public Sector IT environment, LAN, project and change Management, Experience in (IT and general) Asset Management, Project and systems Management, Network administration. Technical skills, Problem solving and analysis skills, Good interpersonal relations skills, Training and presentation skills, Problem solving and analytical skills, Planning and organizing, Customer Service orientation, Above average communication skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Provide support to IT first line and liaise with end users and LAN support, Conduct infrastructural assessment and coordinate all IT related activities within high courts, Liaise with contracted service providers at the Provincial level users, Facilitate functional training on business system application, Provide customer relation support to users.
- ENQUIRIES** : Mpumalanga: Technical /HR related enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000
Eastern Cape: Technical /HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/10** : **ASSISTANT DIRECTOR: ICT SECURITY SYSTEMS REF NO: 2024/55/OCJ**
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Valid Firewall or Cybersecurity Technical certificate. A minimum 3 years' relevant experience in the Cyber security environment and a valid drivers licence, the following will be added advantages: CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, ITIL, PMP, TOGAF Skills and Competencies Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert. Knowledge of Desktop and Systems Support, ICT project Management, ICT Change Management Knowledge of the PFMA and Treasury Regulations, Intermediate. Knowledge of Good Corporate Governance principles (King Report), Expert, Good communication skills (written and oral). Interpersonal skills good organizing and planning skills. Client orientation and customer focus. ICT Services Management and problem-solving skills. Analytical skills technical skills, the ability to interpret IT and IS policies Accuracy Ability to work independently, Ability to work under pressure, and in a team. Critical thinker Confidence Flexible, Self-driven. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Protect OCJ's information systems from unauthorised access and violations. Analyse potential security risks, evaluate trends and anticipates requirements. Develop incident response plans Ensure OCJ officials have authorised permission to access information. Conduct situational analysis, and determine and evaluate trends and future requirements. Analyse potential security risks, evaluate trends, anticipate requirements, and develop incident response plans. Analyse, recommend, install, and maintain software security applications. Monitor contractual obligations performance delivery and service level

agreements. Implement and monitor Intrusion Prevention/Detection Systems. Establish and administer the OCJ ICT security policies and procedures to ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Identify security violations, inefficiencies, and areas for improvement. Continuously assess and enhance security measures based on evolving threats and best practices. Engage in ongoing training and development for the security team. Conduct periodic IT audits or penetration tests. Monitor and audit system for abnormal activities, Report violations and execute corrective action. Conduct regular security awareness programs. Ensure that all OCJ infrastructure has the correct level of protection to ensure secure operations. Contribute to the development and reviewing of ICT policies and procedures. Establish and administer the OCJ's ICT security policies and procedures. Ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Ensure minimal number of security related service downtime. Install and configure firewalls to protect network infrastructure and data centres. Implement firewall rules and policies to control traffic and access. Set up intrusion detection and prevention systems (IDPS) to monitor network traffic. Configure IDPS rules to identify and block suspicious activities. Regularly update IDPS signatures and rules to stay current with emerging threats. Ensure the deployment of Facing Firewalls. Ensure firmware upgrade and patch management of all Firewall devices. Ensure secured operations and providing correct level of protection within OCJ infrastructure. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.

ENQUIRIES : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

POST 18/11 : **WEB DEVELOPER REF NO: 2024/56/OCJ**

SALARY : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma /Bachelor's degree in Web Design / Web Development / Software Development / Multimedia / Computer Science or equivalent qualification at equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years of experience in the ICT environment developing and managing websites, ECM solutions experience, applying web usability and quality principles, database management including experience in mobile technology. Experience in and knowledge of Web-based languages – HTML, CSS ASP.net, VB.net and Content Management Solutions e.g., SharePoint, Dot Net Nuke, Joomla, Drupal and Word press; Web and graphic design software, such as Visual Studio, Adobe Suite and Adobe Acrobat. Microsoft certifications in C++, SQL, Java Script, Dynamics CRM; SharePoint or other similar certifications. Skills and Competencies Solid knowledge and experience in programming applications; Experience (UX) and client-side technologies including HTML5, CSS, PHP, JQuery and JSON and mobile frameworks; Knowledge of programming language and technical terminology; Knowledge and experience in Azure and CRM Dynamics; Web and mobile technologies experience with User; Knowledge and understanding of C/C++, Visual; Basic, C#. Java, XML, Angular and any BI reporting tool; Read and understand existing complex coding languages and its intended functionality; Develop and apply complex modifications / enhancements to existing applications; Knowledge of Search Engine Optimisation process; Adequate knowledge of relational database systems, Object Oriented Programming and web application development; Good communication skills (written and oral); Interpersonal skills; Good organising and planning skills; Client orientation and customer focus; Technical skills; Decision making; Problem solving skills; Creative; Attention to detail; Ability to work independently, fast, and accurately; Ability to meet deadlines; Dedicated team player; Self-motivated; Time bound; Ability to thrive in a fast-paced environment; Meticulous. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Develop and maintain the organisational websites and servers and ensure they meet the user needs: Update and manage the OCJ website and intranet, including technical roadmap definition and execution; Maintain the quality,

design and style of the organisational website and the intranet in line with the website style guide and website policy; Maintain the general appearance of the OCJ's website and intranet as well as ensure their ongoing development, in line with best practices, to guarantee they are always user-friendly and up to date; Ensure that web servers and content are regularly backed-up, in conjunction with the OCJ ICT unit; Ensure that all content placed on the website is approved in line with relevant OCJ internal policies. Maintain the functionality, security, and efficiency of web infrastructure: Maintain web platforms Security Validation Programme, in conjunction with the OCJ ICT unit; Ensure an annual audit of sites' membership and access; Maintain website databases; Perform regular checks to identify broken links and ensure they are fixed; Prepare testing environment, examples and instruction manuals; Assist in the deployment of changes to live the environment following approval process; Ensure the security and integrity of all systems and data; Back up files from websites to local directories for recovery. Provide support to all the features of a website, solving technical problems and approving site content: Edit, review and design website and intranet content in consultation with content owners; Maintain the latest web applications and provide technical assistance to applications programme; Maintain web platforms site directory. Maintain operations by training and providing support to internal users: Determine user needs by analysing technical requirements; Keep abreast with emerging technologies/industry trends and apply them on operations, training and activities; Keep project documentation up to date; Provide regular feedback on tasks assigned; Provide training and support to website content personnel and owners; Maintain web platforms site collection and administer training programme.

- ENQUIRIES** : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754,
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- POST 18/12** : **ASSISTANT DIRECTOR: DATABASE ADMINISTRATION REF NO: 2024/57/OCJ**
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Information technology/ Computer Science/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years of experience in Microsoft SQL Server environment, Valid Microsoft Certified Database Administrator certification, A valid Driver's license. Skills and Competencies: Experience developing and administering database security In-depth understanding of data backup, recovery, and archiving procedures, Working Knowledge of Microsoft SQL 2012 / 2014 / 2016, Installing databases on Windows and Linux. Experience configuring and maintaining highly scalable environments. Tuning and troubleshooting Database instances Microsoft SQL backup / Recovery Methodologies and strategies System monitoring, performance tuning and database optimization Disaster recovery for SQL Server, Good communication skills (written and oral). Interpersonal skills. Good organizing and planning skills. Client orientation and customer focus. Problem-solving skills. Ability to work independently, Ability to operate computer on hardware and software, Problem solving, Training, Conflict management, Strategic planning, Facilitation, Research. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : To monitor and maintain the department's data and ensure that the data is secured, accurate and protected from unauthorised access. Design and create the Structure Query language (SQL) database structure Set up database backups and recovery procedures Implement database security measures, set user access permissions and roles Implement database changes and upgrades as required Monitor database performance, data integrity and optimize query execution Troubleshoot and resolve database issues and errors, Provide technical support to end-users for database-related issues, Administer user access to the database systems, ensuring that only approved and authorized end-user have access. Establish and enforce role-based access control to restrict access according to job roles and responsibilities. Ensure that a well-documented information is available on all database procedures and guidelines, Monitor database connectivity at all times. Develop

and maintain robust backup and disaster recovery plans to safeguard data in case of system failures or unexpected events. Regularly test and update these plans to ensure they are effective, Monitor the pro-active and preventative measures to preserve data at all times. Manage constant scheduling of database backups to preserve valuable data. Manage and monitor proactive restoration of possible data loss and ensure an effective recovery plan. Provide high-level support to customers on a daily basis, Determine the specific data needs to be imported into the data warehouse, including the source system and file formats. Create an ETL plan to extract data from the source system Build the necessary workflows or scripts to automate the ETL processes. Conduct thorough testing to ensure the ETL processes are correctly extracting, transforming, and loading the data.

- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755,
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- POST 18/13** : **IT COLLABORATION PLATFORMS ADMINISTRATOR REF NO: 2024/58/OCJ**
- SALARY** : R376 413 - R443 403 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Information Technology/ Computer Science/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 2 years' experience in the collaboration platform environment. Skills and Competencies: Demonstrate knowledge in messaging and collaboration technologies. Industry certification in relevant technologies or equivalent industry experience. Knowledge of commitment to the Department's ICT policies. Developing and maintaining knowledge and technical capability across diverse and dynamic hardware, software and technologies and where the complexity, size and scale of the operating environment continually challenges the technical capability, boundaries of both internal / external suppliers. Project Management Skills, Technical Skills, Communication and Collaboration, Problem-solving and Analytical Thinking, Planning and organizing skills, Computer skills, Ability to collaborate effectively to ensure delivery of ICT, infrastructure Self-motivated Communicate Effectively Display Resilience and Courage, Plan and Prioritize, Demonstrate Accountability, Act with Integrity and the ability to manage self, Flexible Meticulous. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Design, configure and maintain collaboration platform servers, troubleshoot issues, monitor collaboration system performance and provide technical support. Develop, design, maintain, and customize SharePoint sites, libraries, lists, and workflows to meet business needs. Design and establish configuration management documentation. Create and configure web parts, forms, and templates to enhance user experience Implement and maintain SharePoint security policies, permissions and access controls and follow best practices and standards. Conduct system test plans to ensure the quality, performance and integrity of the collaborative platforms. Troubleshoot and resolve issues that affect the ability of SharePoint to perform at its functionality. Manage sites, accounts and site configuration, custom features deployment, bandwidth monitoring, managing space, and maintain backups, Maintain the system for optimum performance and security with no or minimal downtime. Manage SharePoint users, document/ control/ report access to all document libraries, permission settings and associated changes. Implement and oversee Microsoft's SharePoint and web-based document collaboration platform Provide sound and reliable technical advice and also act as a third level escalation support for the resolution of technology problems and event Provide solutions on collaboration platform issues and perform root cause analysis. Manage Security Validation Program (Annual audit of site membership and access) Configure and maintain compliance scans of all SharePoint content Configure and test risk assessment Address audit queries Create and enhance new/ current processes for unstructured data Facilitate and support ad-hoc projects related to SharePoint unstructured data and compliance by other departments Maintain SharePoint site directory/ site owners list Provide new site collections archive and remove inactive SharePoint site collections, Maintain SharePoint site collection administration training program, administer

permission and provide user training and user access. Provide support to training of site owners base on new compliance processes and permissions management, Update and maintain SharePoint Governance site response to end-user SharePoint support requests, contribute to the development and maintenance of technical and support documentation and ensure accurate records are maintained in accordance with Departmental protocols, Maintain currency in the rules and regulations regarding collaborative environments and data sharing.

ENQUIRIES

: Technical Enquiries: Mr D Reid Tel No: (010) 493 8755
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following post was advertised in Public Service Circular 16 dated 10 May 2024 (**For Charlotte Maxexe Johannesburg Academic Hospital**) Medical Registrar post, Diagnostic Radiology directorate with Ref No: Q20490 with the closing date 24 May 2024 has been withdrawn. Kindly note that the following post (**For Cullinan Care & Rehabilitation Centre**) was advertised in Public Service Vacancy Circular 17 of 2024 dated 17 May, the salary has been amended as follows: Assistant Manager Services: Ref No: CCRCCRC/AMN/01/2024 salary is R656 964 per annum. The closing date has been extended to 12 June 2024.

OTHER POSTS

- POST 18/14** : **ASSISTANT MANAGER NURSING (AREA) REF NO: EHD2024/06/01**
Directorate: Quality Assurance
This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R656 964 - R771 309 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse and Current registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Experience in Primary Health Care setting will be an added advantage. Qualification/certificate in Quality Management will be an added advantage. Computer literacy and valid driver's license is essential. Strategic planning, project management, policy analysis and development, financial management, communication, and people management skills (problem solving, decision making and presentation skills). The incumbent needs to be knowledgeable on Health Systems, Quality Assurance Framework, Accreditation and Certification Systems. Relevant legislation, Risk Management as well as the District Health System Skills: Conceptual, analytical, and creative thinking. Intersectoral collaboration and engagement with the internal and external clients.
- DUTIES** : The Incumbent will provide strategic leadership for the Quality Directorate in the District towards the realization of the set strategic goals and objective. Coordinates reporting investigation and management of complaints and Patients Safety Incidents in the District, CHCs and clinics. Participate in selected clinical audit chosen by the health professionals. Serve on institutional/ or provincial committee for selected provincial clinical audit projects. Coordinate provision of and compliance to national and provincial clinical guidelines with the districts. Provide initiative to improve customer care and facilities user-friendly environment. Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to quality improvement plans. Collate and analyze data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information system to manage Quality Assurance Information Improvement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service excellence awards for the district. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units and compliance with Norms and Standards. function within a strategic thrust of strengthening the district health system and establishment of the sub-districts, within the given mandates of Primary Health Care service reengineering NHI, Norms and Standards and Ideal clinics. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms. B. Peloagae at 083 551 2644

- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 11 June 2024
- POST 18/15** : **OPERATIONAL MANAGER (GENERAL UNIT) REF NO: REFS/020625**
Directorate: Nursing Department (Medical ward)
- SALARY CENTRE REQUIREMENTS** : R520 560 per annum
: Charlotte Maxeke Johannesburg Academic Hospital
: Matric or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse. Current registration with SANC as a Registered Nurse. Have a minimum of 7 years appropriate / recognizable experience in nursing as a Professional Nurse. The following will be an added advantage: Nursing Administration qualification and computer literacy.
- DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner in the Unit. Ensure compliance to professional and ethical practice. Application of nursing legislation and related legal and ethical nursing practices when rendering service. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Ensure that the unit complies to National Core standards, six key quality priorities and ideal hospital framework. Manage performance of staff in the unit. Communication with patients and relatives, supervisors, other health professionals and junior colleges including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Manage own work, time, and that of junior colleges to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of required services through staff duty scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Ordering, storing and control of equipment. Ensure that all staff under your care are trained on the use of different equipment to assist staff from the wards who might experience problems in operating such machines. Be accountable of all equipment under your care. Will be required to do hospital calls as required by the service.
- ENQUIRIES** : Mr. GNB Moeng Tel No: (011) 488 3424, email: gladwin.moeng@gauteng.gov.za
Ms M. Maseko Tel No: (011) 488 4732

- APPLICATIONS** : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
- CLOSING DATE** : 10 June 2024
- POST 18/16** : **OPERATIONAL MANAGER (GENERAL UNIT) REF NO: REFS/020626**
Directorate: Nursing Department (Night duty)
- SALARY** : R520 560 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Matric or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse. Current registration with SANC as a Registered Nurse. Have a minimum of 7 years appropriate / recognizable experience in nursing as a Professional Nurse. The following will be an added advantage: Nursing Administration qualification and computer literacy.
- DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner. Ensure compliance to professional and ethical practice. Application of nursing legislation and related legal and ethical nursing practices when rendering service. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Ensure compliance to National Core standards, six key quality priorities and ideal hospital framework. Management of complaints and Serious Adverse Events. Manage performance of staff under your supervision. Communication with patients and relatives, supervisors, other health professionals and junior colleges including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Manage own work, time, and that of junior colleges to ensure proper nursing service in the unit. Provide support and advice to health institutions within the cluster and catchment area. Control the provision of required services through staff duty scheduling and supervision. Ensure that the environment complies with the

		Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
<u>ENQUIRIES</u>	:	Mr. GNB Moeng Tel No: (011) 488 3424 Ms M. Maseko Tel No: (011) 488 4732
<u>APPLICATIONS</u>	:	should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
<u>CLOSING DATE</u>	:	10 June 2024
<u>POST 18/17</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) GRADE 1 REF NO: PWH/OPM/02/2024</u> Directorate: Nursing Department Re-Advertisement, Previous applied applicants can re-apply
<u>SALARY</u>	:	R520 560 – R596 322 per annum, (plus benefits)
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as professional nurse The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse, A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC, at least 3 years of the period referred to the above must be appropriate/recognizable experience in an accident and emergency unit and post basic Nursing administration will be an added advantage. Basic computer literacy is essential. Competencies: Leadership, ward management/ward administration, planning, organizing coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting. advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing Legislation and Health Act.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain

constructive working relationships with nursing and other stake holders i.e. interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices and standard operating procedures. Manage and monitor proper utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates.

ENQUIRIES : Ms P Dhlamini Tel No: (012) 380 1210
APPLICATIONS : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Shortlisted candidates must be available for interviews at a date and time determined by Pretoria West District Hospital.

CLOSING DATE : 14 June 2024 @12H00 PM

POST 18/18 : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/020627**
Directorate: Nuclear Medicine

SALARY : R465 645 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. No experience required after registration with the HPCSA in Nuclear Radiography. Knowledge and skills: Sound knowledge of Nuclear Medicine procedures and equipment. Clinical competency and dexterity in procedures. Good communication and problem-solving skills. Knowledge of health and safety policies, regulations and acts. Knowledge of quality assurance procedures and methods. Sound knowledge of radiation safety and protection regulations.

DUTIES : Render effective patient centered Nuclear Medicine service for in-patients and out-patients in adherence to the scope of practice health protocols. Assist in or perform complex nuclear medicine procedures. Implement and maintain the quality assurance and National Core Standards at departmental level. Perform record keeping data collection, assist with budget control and assets management. Participate in professional development of self, colleagues and members of the inter-disciplinary team.

ENQUIRIES : Prof M.D. T.H. Vangu Tel No: (011) 488 3608
Ms M.P. Rapetswa Tel No: (011) 488 3711

APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No. 17 Jubilee Road, Park town 2193 or applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. Please note that salary will be adjusted according to years of experience as per OSD policy.

- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
- CLOSING DATE** : 10 June 2024
- POST 18/19** : **SOCIAL WORKER GRADE 1 ONLY REF NO: EHD2024/06/02**
Directorate: Therapeutic Services
- SALARY CENTRE REQUIREMENTS** : R308 247 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 with Bachelor's degree qualification in Social Work, Proof of current registration with the South African Council for Social Services profession (SACSSP). Grade 1, less than 10 years relevant experience after registration with (SACSSP). A valid driver's license and computer literacy is essential. Good communication, interpersonal and problem-solving skills. Experience in working in community-based rehabilitation will be an added advantage. Knowledge in relevant policies, protocols and guidelines. Public service Act, regulations and Batho Pele principle. Must be proactive, innovative, self-motivated, goal oriented, solution-oriented and independent team player.
- DUTIES** : To render social work services with regard to care, support, protection and development of individuals, groups, families and communities through relevant programs. To render social work services in the district that complies with the standard and norms as indicated by health policies. To provide community based social work with focus on health promotion, prevention and community work. To be willing to do outreach programs in the community. To compile monthly reports, statistic and other administrative work for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality assurance policy and develop appropriate quality improvement plan for social work services. To attend staff meetings, social work forums.
- ENQUIRIES APPLICATIONS** : Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876-1776
: should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert.

Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 11 June 2024
- POST 18/20** : **ENROLLED NURSES REF NO: JUB 05/2024 (X2 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE REQUIREMENTS** : Jubilee District Hospital
Grade 12/Matric with qualification that allows registration with SANC as a staff Nurse. Registration with SANC as a Staff Nurse. Registration with as an Enrolled Nurse. **Grade 1:** with no experience required, **Grade 2:** minimum of 10 years' experience appropriate/ recognisable experience after registration with SANC as an Enrolled Nurse. **Grade 3:** minimum of 20 years appropriate /recognisable experience after registration with SANC as Enrolled Nurse. Other Skills: Good communication skills, job knowledge and interpersonal skills.
- DUTIES** : Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with person of diverse intellectual, cultural, racial, or religious difference. Display a concern for patients and advocating elementary care including awareness and willingness to respond to patients needs, requirements and expatiations (Batho – Pele).
- ENQUIRIES APPLICATIONS** : Ms Aphane KJ Tel No: (012) 717 9441
documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 10 June 2024, Time: 15:00
- POST 18/21** : **NURSING ASSISTANTS REF NO: JUB 06/2024 (X2 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R165 117 per annum
Grade 2: R192 675 per annum
Grade 3: R290 805 per annum
- CENTRE** : Jubilee District Hospital

- REQUIREMENTS** : Grade 12/Matric or equivalent Qualifications that allows registration as an Enrolled Nursing Assistant with the SANC. Nursing Assistant **Grade 1:** with no experience required. **Grade 2:** minimum of 10 years' experience appropriate/recognisable experience after registration with SANC as an Nursing Assistant. **Grade 3:** minimum of 20 years appropriate /recognisable experience after registration with SANC as Nursing Assistant. Other Skills: Basic communication and writing skills. Ability to function in a team. Be responsive, Pro-Active, accurate and initiative and work as a team. Job knowledge, interpersonal skills.
- DUTIES** : Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with person of diverse intellectual, cultural, racial, or religious difference. Display a concern for patients and advocating elementary care including awareness and willingness to respond to patient's needs, requirements, and expatiations (Batho – Pele).
- ENQUIRIES APPLICATIONS** : Ms Aphane KJ Tel No: (012) 717 9441
- NOTE** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 10 June 2024, Time: 15:00
- POST 18/22** : **NURSING ASSISTANT GRADE 1 ONLY REF NO: EHD2024/06/03**
Directorate: PHC
- SALARY CENTRE REQUIREMENTS** : R165 177 per annum, (plus benefits)
: Daveyton Main CDC
: A minimum of grade 10 with a qualification that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as an Enrolled Nursing Assistant with the SANC.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practice.
- ENQUIRIES APPLICATIONS** : Mr KP Dlangalala Tel No: (011) 747 7910
: should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert.

Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

:

11 June 2024

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 18/23</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 ANAESTHETIC REF NO: MED 19/2024 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1 R1 271 901 - R1 348 635 per annum Grade 2: R1 451 214 – R1 538 967 per annum Grade 3: R1 680 780 – R2 097 327 per annum Other Benefits: 13th Cheque, 18% Inhospitable Area Allowance, commuted overtime, and Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital Grade 12 certificate / Senior Certificate. MBCHB or equivalent qualification, FCA (SA) or MMed (Anaes), Plus Registration certificate with the Health Professions Council of South African (HPCSA) as a specialist Anesthesiologist. Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Experience Required: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Anaesthetic Department. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Anaesthetic Department. 5 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Anaesthetic Department. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA in the Anaesthetic Department. 10 years' experience after registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Anaesthetic Department. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Please Note: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. Specialist cover at Harry Gwala Regional Hospital is shared between the Anaesthetic and Critical Care Departments. The purpose of the post is to develop advanced Anaesthetic skills as well as develop an interest in critical care. The facility to spend 6 months focusing on Critical Care within the first two years of employment will be built into the job description on this post. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
<u>DUTIES</u>	:	To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are

maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Harry Gwala Regional and Northdale) Willingness to rotate through ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

- ENQUIRIES** : Dr Jonathan Invernizzi at 082 385 8915. Email: jonathan.invernizzi@kznhealth.gov.za
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION NOTE** : Mr. T.C. Manyoni
 : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 10 June 2024
- POST 18/24** : **PROFESSIONAL NURSE SPECIALTY – OBSTETRICS & GYNAECOLOGY REF NO: GJGM 18/2024 (X5 POSTS)**
 Component: Nursing Management Services
- SALARY** : Grade 1: R451 533 per annum
 Grade 2: R553 545 per annum
 Other Benefits: 13th Cheque, Medical Aid – optional, 8% inhospitable allowance, Homeowner allowance, employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
 : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). A minimum of four (4) years appropriate/ Recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2:** Diploma in General Nursing and Midwifery. One year post basic qualification in Midwifery and Neonatal Science (Advanced Midwifery). A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the Obstetric and Gynae specialty after obtaining the one (1) year post-basic qualification in Advanced Midwifery. Knowledge, Skills and Competencies: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient

Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, organizational, decision making, problem solving and interpersonal skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a Professional legal framework. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standards as determined by the relevant health facility. Implement activities aimed at the improvement of women's health. Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB) and safe Caesarian checklist. Ensure that other antenatal care programmes i.e. BANC are implemented to enhance antenatal care to all pregnant women. Ensure implementation and integration of HAST programmes in O&G departments within the facility. Ensure accurate and proper record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates. Plan, implement, management and monitor according to identified problems. Implement plan of action in obstetric emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research. Able to identify, report and assist doctors in the management of obstetrics emergencies. Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM) and Norms and Standards. Promote, instil and maintain discipline, professionalism and work ethics among employees. Manage the utilization and supervision of resources. Maintain a constructive relationship with multidisciplinary team members.

**ENQUIRIES
APPLICATIONS**

: Matron DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6382
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

CLOSING DATE : 14 June 2024

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).

FOR ATTENTION : Ms N Cele

CLOSING DATE : 10 June 2024

NOTE : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 18/25 : **DIRECTOR: SCM TRANSFORMATION REF NO: KZNPT 24/38**

SALARY : R1 162 200 per annum, all-inclusive package
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF level 7 Bachelor's Degree or higher qualification in Law. Admission as an Attorney. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. A minimum of 5 years middle management experience in a Supply Chain Management and or policy development environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: PFMA, MFMA. Preferential Procurement Policy Framework Act (PPFA) and Regulations, National Treasury practise notes and guidelines. KwaZulu-Natal Procurement Policy Framework. Treasury Regulations. Provincial Treasury policies, practise note and guidelines. Commercial Law principles/procedures, administrative law and Public Service Regulatory Framework, and Broad Based Black Economic Empowerment Act (BBEE). BEE Code of Good Practice. Project planning and management, Contracts and administration, Policy analysis and development. Planning and organizational skills, Analytical and problem-solving skills, People management skills, Decision making and influencing, Conflict resolution skills, presentation skills, Interpretation of contracts and legislation and Resource planning.

DUTIES : Ensure the development of SCM policies, best practice notes, norms, standards and guidelines. Manage the provisioning of specialized support services to the province. Manage the provision of administrative support to the provincial and municipal bid appeals. Provide advice and guidance to the internal and external stakeholders on aspects pertaining to SCM policies, practice notes, norms and standards, guidelines procurement transformation and bid appeals process. Manage Human Resources of the Directorate.

ENQUIRIES : Ms. T Mlawu Tel No: (033) 897 4559

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 10 June 2024
- NOTE** : Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 18/26** : **DIRECTOR: DEPARTMENTAL SUPPLY CHAIN AND ASSET MANAGEMENT SERVICES REF NO: NCPT/2024/14**
Chief Directorate: Financial Management Services
- SALARY** : R1 162 200 – R 1 365 411 per annum (Level 13), (TCE package)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF: 7 Tertiary Qualification in Supply Chain Management/ Commerce/ Business Management/ Business Administration. 5 years' experience at a middle management level in supply chain and asset management environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license. Knowledge: Knowledge of the Constitution, Public Service Act, Public Service Regulation, Public Service Code of Conduct, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations, Preferential Procurement Policy Framework Act (PPPFA), Supply chain management practices and procedures, Promotion of Access to Information Act, planning and organizing, Compilation of management reports,

<u>DUTIES</u>	: Financial Reporting, Accounting reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Public Service Code of Conduct. Report writing, Communication, Accounting and auditing skills, Networking skills, Financial management, numeric and mathematical accuracy skills, Problem solving and change management skills, Ability to interpret directives and policy and implementation thereof Conflict Management, Project Management, Analytical and Accounting skills. Policy analysis and development, Computer literacy (Ms word, Excel and PowerPoint). : Ensure and manage departmental supply chain management services: oversee the provisioning of demand management services. Oversee the acquisition of goods and services ITO consolidated SCM procurement plan. Oversee the management of logistics services. Ensure and oversee contract management services. Ensure the compilation and submission of SCM reports to the CFO. Ensure and manage asset, disposal management and loss control services: Oversee the provisioning of demand management services. Oversee and manage the administration of disposal management services. Manage loss control services. Ensure the compilation and submission of Asset, Disposal and Loss Control reports to the CFO. Ensure the provisioning of advice and guidance in terms of SCM, Asset Management and Loss Control to internal and external clients: Ensure the facilitation of information/training sessions to departmental officials on transversal SCM, Asset management and loss control related matters. Ensure timeous communiques via departmental circulars and Memos to departmental programme and responsibility managers. Oversee briefing/site inspection meetings with prospective service providers. Render strategic advice to internal and external clients on transversal SCM, Asset and Loss and Control issues. Ensure the development and implementation of SCM, Asset Management and Loss Control policies, procedures and manuals and best practices: Oversee the compilation of draft Departmental SCM, Asset Management and Loss Control policies, procedures and manuals and best practices. Ensure the consultation with relevant approval authority. Ensure that policies and relevant information giving documents are published on the intranet after approval. Manage the resources of the Directorate: Manage human resources, financial resources and directorate assets.
<u>ENQUIRIES</u>	: Mr. R. Miller at 082 718 8841
<u>POST 18/27</u>	: <u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NCPT/2024/02</u> Chief Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 162 200 – R 1 365 411 per annum (Level 13), (TCE package) : Kimberley : NQF: 7 Tertiary Qualification in Human Resource Management / Public Management or related fields. 5 year's relevant experience at a Middle Managerial level within Human Resource Management. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's licence. Knowledge: Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Basic Conditions of Employment Act. Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, DPSA directives, Knowledge of Medium Term Expenditure Framework Budget, Performance Management and Development System, Job Access Strategy, Strategic Policy. Planning and Organising skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving, Facilitation skills, Conflict Management, Computer literacy (Word, Excel & Powerpoint) People Management and Change Management.
<u>DUTIES</u>	: Ensure and manage the provisioning of Human Resource Administration services in the Department: Monitoring and Administration of Condition of Services. Monitor the development and implementation of Human Resource Planning. Monitor the implementation and safeguarding of Human Resource Policies, procedures and practices. Management, provisioning and utilisation of personnel (Recruitment and Selection). Ensure the implementation of Human Resource Development Strategy, policy and Employee Performance Management Development System (EPMDS): Monitor the administration of Bursaries. Monitor the implementation of the Workplace Skills Plan (WSP). Monitor the implementation of Learnership and Internship programmes.

Ensure the development, review and implementation of human resource policies and guidelines. Monitor the implementation of the Employee Performance Management Development System. Ensure the development compliance of the Organisational Development, Human Resource Planning and Employee Equity services: Monitor the development and implementation of Organisational Design and PERSAL Establishment. Monitor the implementation of Job Evaluation System. Monitor the development and implementation of the Human Resource Plan and Employment Equity (EE) Plans. Ensure and manage the implementation of the Employee Health and Wellness Strategic Framework and special programmes in the department: Monitor the implementation provision of Employee Wellness programme. Monitor the implementation provision of Health and Productivity programme. Monitor the implementation of HIV/AIDS and TB Management programme. Monitor the implementation of Safety, Health, Environment, Risk and Quality (SHREQ) Management. Monitor the implementation of Special Programmes strategies (Disability, Diversity, Youth and Gender). Ensure the provision of Labour Relations in the department: Ensure the provision the administration of collective bargaining, disciplines, grievance and disputes. Ensure the facilitation if Labour Relations awareness programmes. Ensure the development and implementation of Labour Relations policies, procedure manuals, strike management plan and labour relations strategies. Ensure effective and efficient management of resources including HRM within Chief Directorate: Manage the budget, financial resources and assets. Sign performance agreement with the Secretary and Deputy Directors. Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors. Manage the leave of Staff members in the Directorate. Ensure the maintenance of discipline in the Directorate. Filling of vacant posts in the Directorate. Manage the development and implementation of all HRM frameworks and policies.

ENQUIRIES

: Mr. X.E. Jack at 066 011 2286

POST 18/28

: **DIRECTOR: STRATEGIC MANAGEMENT REF NO: NCPT/2024/11**

SALARY CENTRE REQUIREMENTS

: R1 162 200 – R 1 365 411 per annum (Level 13), (TCE package)
 : Kimberley
 : Degree: (NQF/7) in Public Management/Strategic Management or related qualifications. 5 year's relevant experience at a Middle Managerial level in Public Management. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). Legal. A valid driver's license. Knowledge: Knowledge of work ranges and procedures such as: Managerial functions, Finance, Compilation of Reports (Strategic plan, annual performance, etc.), Research/Analysing, Needs and Priorities of the Department, Public Finance Management Act (PFMA), Human Resource matters, Public Service Act 1994, Public Service Regulations 2016, Skills Development Act, Labour Relations Act, DPSCA directives. Knowledge. Medium Term Strategic Framework (MTSF), Strategic Policy. Policy formulation, interpretation and implementation. Planning and Organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving skills, Leadership skills, Ability to interpret and apply policies, Report writing, Facilitation skills, Conflict management, Computer literacy (Word, Excel & PowerPoint), People Management and Change Management.

DUTIES

: Coordinate departmental integrated planning, policy research and development process: Coordinate and integrate all departmental planning activities. Develop all departmental strategic planning documents in line with DPME guidelines and relevant prescripts. Conduct policy research on new policy proposals of the department. Compile research report on research conducted for new policy proposals. Manage and coordinate departmental policy development process in the department. Ensure change management and service delivery improvement mechanisms are developed, implemented and coordinated in the department: Manage the design and implementation of change initiatives. Ensure the implementation of diversity management. Ensure that customer relations and frontline improvement mechanisms are in place. Ensure the implementation of service delivery improvement programmes and interventions are conducted in the department e.g. Batho Pele programmes, public service day/week/month. Ensure the identification,

development and monitoring of the Service Delivery Improvement Plan. Ensure the development, coordination of departmental policies: Conduct research on departmental policies. Coordinate development, management and review of departmental policies. Monitor implementation of Departmental policies. Manage the monitoring and evaluation processes: Develop and implement departmental monitoring and evaluation frameworks and systems. Ensure Department of Planning Monitoring and Evaluation guidelines are implemented. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Establishes an organizational performance management system. Monitor and evaluate organizational performance of the department on an ongoing basis. Collate information for compilation of Departmental quarterly and annual performance reports. Ensure effective and efficient management of resources within the Directorate. Manage the budget, financial resources and assets. Sign performance agreements with the Secretary and Deputy Directors. Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors. Manage the leave of staff members in the directorate. Ensure the maintenance of discipline in the directorate.

ENQUIRIES

: Mr. X.E. Jack 066 011 2286

POST 18/29

: **DIRECTOR: BUDGET, PUBLIC FINANCE AND DATA MANAGEMENT REF NO: NCPT/2024/24**

Chief Directorate: Sustainable Fiscal Resource Management

SALARY CENTRE REQUIREMENTS

: R1 162 200 – R 1 365 411 per annum (Level 13), (TCE package)
 : Kimberley
 : NQF: 7 Tertiary Qualification in Accounting, Economics, Financial Management or a related field. 5 years' experience at a middle management level in a public sector budgeting and Public Finance Management Act (PFMA) environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license. Knowledge: Knowledge of the Constitution, Public Service Act, Public Service Regulation, Public Service Code of Conduct, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, planning and organizing, Compilation of management reports, Financial Reporting, budget reforms in the Public Sector, Management Accounting, Strategic Planning and Leadership, Public Service Code of Conduct. Report writing, Communication, Networking skills, Financial management, budget and public finance management skills, compensation of employees, Problem solving and change management skills, Ability to interpret budget legislation and directives, policy and implementation thereof. Conflict Management, Project Management, Analytical and Excel skills. Policy analysis and development, Computer literacy (Ms word, Excel and PowerPoint).

DUTIES

: Ensure, manage and recommend appropriation of main budgets to provincial departments in line with government priorities: Prepare the provincial budget, through inter alia; assist provincial departments and public entities in budget compilations in line with national treasury guidelines; determine annual budget allocations per function, determine resource shifts between Votes and Main Division within a Vote; ensure integration and synergy of budget priorities between provincial departments, ensure that policy proposals are costed and the relative priorities are determined. Develop and roll out budget systems to enhance the budget process. Monitor budget implementation data (update and maintain database). Issue Provincial Medium Term Expenditure Committee (PMTEC) guidelines with Terms of Reference that are compliant to the National Treasury's Guidelines. Consolidation of PMTEC report for submission to the relevant Stakeholders. Provide inputs to the Budget Overview, and Provincial Benchmark engagements with National Treasury. Assess departmental submissions to ensure alignment of submitted gazette to tabled budget. Ensure, manage and recommend appropriation of adjustment budgets to provincial departments in line with government priorities: Issue adjustment letters and guidelines that are compliant to the National Treasury's guidelines to provincial departments. Ensure budget inputs are aligned to the indicative allocations. Inputs to the finalization provincial rollover of funds in accordance with the applicable legislations. Provide guidance, advice and support to departments and public entities on fiscal matters: Monitor and provide budgetary support within provincial departments and public entities. Monitoring

of virements and shifts requests from provincial departments to ensure compliance with the legislative limitations. Assess monthly and quarterly performance for the provincial departments and public entities. Engage with the CFOs on budgetary and expenditure performance.

ENQUIRIES

: Mr. B. Moea at 081 799 0524

POST 18/30

: **DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT REF NO: NCPT/2024/30**

Chief Directorate: Municipal Financial Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 – R 1 365 411 per annum (Level 13), (TCE package)

: JTG District Office (Kuruman)

: NQF: 7 Tertiary Qualification in Financial Management / Accounting/ Public Admin/Project Management/Local Government Management Finance/ Public Management or equivalent qualification. 5 year's relevant experience at a Middle Managerial level in the Municipal environment. The Nyukela Public Service SMS Pre-entry Programme (certificate) is required prior to appointment and no appointment shall be finalized without the relevant candidate producing the pre-entry certificate for SMS (Nyukela). A valid driver's license. Knowledge: Knowledge of Municipal Finance Management Act (MFMA), Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Treasury Regulations/notice, Public Service Act 1994, Public Service Regulations 2016, Skills Development Act, Labour Relations Act, DPSA directives. Knowledge of the Medium-Term Expenditure Framework budget and Strategic Policy. Policy formulation and development, Planning and Organizing skills, Strategic Management, Financial Management, Project Management, Analytical and innovative thinking, Decision making and Problem solving skills, Ability to interpret and apply policies, Report writing, Facilitation skills, Conflict management, Computer literacy (Word, Excel & PowerPoint), People Management and Change Management.

DUTIES

: Ensure the implementation of Municipal Budget Framework: Ensure that the budget timetable is prepared and tabled within the regulated timeframe. Obtain budget allocations from Municipalities. Assist municipalities in preparation of budgets in the regulated formats. Review municipal budgets analysis and provide inputs before approval. Monitor and provide guidance on the monitoring of preparation of the service delivery and budget implementation plan within the regulated timeframe. Ensure submission of monthly budget reports by the regulated due date. Review and provide inputs on analysis of submitted monthly reports and feedback to municipalities. Prepare the district consolidated monthly and quarterly budget performance report. Coordinate preparation of half-yearly budget performance reports and adjustment budgets. Review performance of the conditional grants. Coordinate the roll over process per district. Ensure the implementation of Revenue and Debt within Municipalities: Ensure the development and implementation of revenue management policy. Provide guidance to municipalities on the use of Cadastre and GIS to assist in identification of properties within municipal jurisdiction. Provide advice on the registration and management of indigents. Review the governmental departmental debts and facilitate payments. Analyse revenue management performance and provide guidance to improve financial sustainability. Co-ordinate effectiveness of district revenue management forums. Ensure the review on internal controls put in place by municipalities for revenue collection and provide guidance. Review intention of municipalities to enter into borrowings. Provide guidance on the revenue enhancement strategies and implementation. Promote the effective implementation of Accounting, Reporting services within Municipalities: Provide guidance on the development and implementation of AG Action Plan. Provide guidance on the implementation of the audit strategy. Liaise with AGSA on municipal audit matters. Provide advice on the performance and co-ordination of municipal bulk purchases. Develop monitoring tools on accounting in year reports and reconciliations. Provide guidance on the preparation of the annual financial statements in line with norms and standards. Provide guidance on the interpretation of accounting standards. Provide guidance and supervision on municipal ratio analyses based on adopted budgets and Annual Financial Statements. Provide guidance, development and monitor implementation of the Financial Recovery Plans. Provide guidance on the review of interim and review draft annual financial statements. Ensure that training is provided on accounting related matters. Ensure compliance with Supply Chain

Management and Assets and Liabilities regulatory framework: Ensure that supply chain policies are reviewed in line with the Constitution, MFMA, Prevention and Combating of corrupt activities Act, CIDB Act and other relevant legislative prescripts. Provide guidance on the alignment of SCM process to the budget processes. Design review tools for monitoring SCM and review the analysis conducted on municipal SCM processes and provide inputs on feedback to municipalities. Ensure that the roll out SCM reforms by co-ordinating workshops with municipalities. Advise municipalities on the interpretation of Supply Chain Management legislative prescripts, regulations and related circulars. Review the performance of municipalities to determine support level required through assessments of the Financial Management Capability Model (FMCM). Provide training to council is properly advised/trained on its oversight role over supply chain management processes. Provide guidance on the asset management policy. Provide guidance on the asset management cycle. Ensure the implementation of the MFMA, Treasury Regulations and Risk Management Framework for compliance: Provide training to council is properly advised/trained on its oversight role over MFMA compliance and risk management processes. Provide support on the review of systems of delegation and approval by Council. Monitor and ensure effectiveness of District Risk Management Forum. Provide inputs into Municipal risk and internal auditors Forum. Provide guidance on the development and implementation of Risk Management policy and Risk Management strategy. Review analyses conducted on municipal risk management process. Provide guidance on the development of the Internal Audit policy and annual plans. Provide guidance on the alignment of the Internal Audit plans to the risks relevant to the municipalities. Analyse internal audit and audit committee functionality. Provide guidance and ensure effective functionality of district internal audit forums. Review the assessment and support provided on the effectiveness of municipal internship programme. Provide guidance on the implementation of Financial Disciplinary Board. Provide guidance on the implementation of the MPAC guidance tool. Provide guidance on the general MFMA compliance. Ensure effective and efficient management of resources including HRM within the Directorate: Manage the budget, financial resources and assets; Sign performance agreements with the Secretary and Deputy Directors; Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors; Manage the leave of staff members in the Directorate; Ensure the maintenance of discipline in the Directorate; Filling of the vacant posts in the Directorate.

ENQUIRIES

: Ms. B. Magaguli at 066 188 6322

OTHER POSTS

POST 18/31

: **DEPUTY DIRECTOR: BUDGET & REVENUE MANAGEMENT REF NO: NCPT/2024/29**
Directorate: Municipal Financial Management

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), (TCE package)
: Cluster 2: Pixley Ka Seme (De Aar)
: NQF: 6/7 tertiary qualification in Financial Accounting/ Financial Management/ Economics/ Public Management/ Public administration, Local Government Management/ Finance. 3 years' experience at a Junior Management (ASD) level in municipal environment. A valid driver's license. Knowledge: Public services laws and regulations, Strategic management, Treasury Regulations, Municipal Finance Management Act and Regulations, Knowledge of GAAP and GRAP, SCM, Communication, Organizing, Accounting and auditing, Computer literacy, Networking, Leadership and team building, Analytical, Problem solving, Policy development, Financial management, Formal presentation, Conflict management.

DUTIES

: Monitor implementation of budget framework and regulations by delegated municipalities and provide technical support to delegated municipalities: Provide guidance on the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT circulars and on best practices (incl. advice to Council on its oversight role over the budget process), Facilitation of technical support and training via interactive working sessions/ site visits and report on outcome of the site visits. Conduct research on subject matter pertaining to designated municipalities, as and when required. Providing guidance to ensure alignment of municipal budgets

to Provincial and National objectives: Evaluate the budgets and budget supporting documents for designated municipalities and provide advice/written comments to the municipality in terms of credibility, relevance and sustainability. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial Transfers Gazette). Perform the budget verification process to validate budgets on the NT database. Monitor the submission and publication (municipal website) of municipalities' budget and other relevant documents. Monitor, evaluate and report on the implementation of municipal budgets: Monitor and ensure the submission MFMA returns to National Treasury (report from NT confirming the receipt of all returns). Analyse the monthly outcome of municipalities' budgets and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Analyse the quarterly outcome of municipalities' budgets and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality of report. Monitor grants spending of designated municipalities and submit report to the relevant supervisor. Prepare ad hoc reports and presentations on budget performance in prescribed format for designated municipalities. Manage the implementation of revenue management in municipalities: Issue guidance on the implementation of revenue management in municipalities, relevant to the MFMA, and NT circulars. Contribute to the development of technical guidelines on revenue related policies and by laws. Provide support and technical advice to municipalities on revenue value chain, activities include Data management, Meter reading, indigent management, property management, Ext) To provide assistance and support with the assessment on tariff setting and draft guidelines, in the development of municipal revenue budgets. Evaluate monitoring of intergovernmental debt owed by National and Provincial departments, in order to reduce government debt. Facilitation of technical support and training via interactive working sessions/ site visits and report on outcomes of the site visits.

ENQUIRIES

: Ms. B. Mgaguli at 066 188 6322

POST 18/32

: **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: NCPT/2024/16**

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), (TCE package)
 : Kimberley
 : NQF: 6/7 tertiary qualification in Financial Management/ Accounting and or Auditing/Internal Auditing/ Risk Management. 3-5 years' experience at a Junior Management (ASD) level in the Financial Management /Accounting and or Auditing/ Internal Audit/ Risk Management. A valid driver's licence. Knowledge: MFMA and PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Public Service Regulatory Framework (PSRF), Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis/management, Basic Accounting Systems, Auditing and Internal Audit Standards, Internal Control Procedures, Skills Development Act, Labour Relations Act, DPSA directives, Knowledge of Medium-Term Expenditure Framework budget, Strategic Policy. Policy formulation and development, Planning and Organizing, Strategic Management, Financial Management, Project Management, Analytical and innovation thinking, Decision making, ability to interpret and apply policies, conflict management, Change Management, Organizing, Presentation/ report writing, Advanced Excel, Communication Planning, Problem solving. Project management skills.

DUTIES

: Implement and maintain internal control system and processes and strategies within the department: Assess and analyse reports from office of the Auditor-General, Internal Audit Unit, investigation and any other professional institution for audit findings relating in the internal control systems. Discuss, with the relevant manage, measures to be taken to prevent the weakness from re-occurring. Come up with the implementation plan in preparation of the next audit cycle. Co-ordinate and attend the audit steering committee meetings. Develop internal process for effective and efficient management of audit queries. Evaluate audit queries in the annual audit report and present to the Audit Committee. Present action plans to address audit queries/control weakness. Check whether audit queries have been resolved. Provide

responses to questions raised by SCOPA on internal control matters. Monitor and report the implementation of resolution taken by SCOPA relating to internal control systems. Develop, review and implement internal control/ financial policies: Benchmark existing policies against policies that should be in place for the Department to function efficiently. Check whether the policy frameworks are developed. Develop policies to support effective internal controls. Check whether the prescribed policies are being adhered to and alignment. Monitor improvement of audit outcomes. Review internal control processes. Provide transversal support, advice and guidance in terms of internal control prescripts: Provide advice and guidance regarding the implementation and maintenance of internal control systems in terms of prescripts. Ensure the identification of training gaps within the department. Oversee the facilitation of information sharing sessions. Ensure that all queries are dealt with satisfactory. Co-ordinate training on internal control systems. Compile and issue reports to the Head of Department/Executive Authority on internal control compliance programmes: Monitor and follow-up on departmental response from Cabinet including SCOPA and Portfolio to ensure concise and reliability of information. Monitor compliance with investigation procedures. Monitor audits of policy and compliance to standards within the department. Review and issue investigation reports. Co-ordinate progress reports and feedback on Audit queries and responses from SCOPA, Cabinet and Portfolio Committee. Compile Monthly, Quarterly/ annual reports on internal control and risk management compliance programmes. Ensure effective and efficient management of resources including HRM within the Directorate: Manage the budget, financial resources and assets. Sign performance agreement with the Secretary and Deputy Directors. Assess the bi-annual performance and annual reviews of the Secretary and Deputy Directors. Manage leave of Staff members in the Directorate. Ensure the maintenance of discipline in the Directorate.

ENQUIRIES

: Mr. R. Miller at 082 718 8841

POST 18/33

: **DEPUTY DIRECTOR: COMMUNICATIONS & KNOWLEDGE MANAGEMENT REF NO: NCPT/2024/07**
Directorate: Corporate Support

SALARY CENTRE REQUIREMENTS

: R849 702 – R1 000 908 per annum (Level 11), (TCE package)
: Kimberley
: NQF: 6/7 Tertiary Qualification in Communication/Public Relations/Journalism/Marketing/Language Practice. 3-5 years' experience in Communication. Minimum of 3 years' experience at junior management (ASD) level. Knowledge: Knowledge of government legislation and prescripts, Government Communications and Information Systems, Media relations, Protection of Personal Information Act, Graphic design, social media and website. Communication (written and verbal), Planning and organizational, Interpersonal, Problem solving, Decision making, Project management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES

: Manage Event Management, Marketing and Corporate identity: Review and manage the implementation of the communication policy and strategy. Provide strategic branding, photographic and graphic design services to the department. Manage the stakeholder's database, mobilization of targeted groups and event management. Manage content for the website, adverts, posters and pamphlets. Provide information to Government calendar of events and communication support to departmental events. Collate, write articles and edit departmental documents. Monitor the updates to staff on developments within the department. Manage Medial Relations within the Department: Monitor and analyse media coverage reports of the Provincial Government. Coordinate and manage the HOD's interaction with media. Develop responses to media queries. Facilitate media house visits and extend relations and journalists' networking programme. Develop media plan for key events. Compile and update media database. Develop media adverts. Implement knowledge Management Programme in the Department. Develop, review and implement knowledge. Conduct knowledge harvesting sessions. Conduct awareness sessions on knowledge management. Establish and manage the departmental resource centre. Manage the resources in the sub – directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.

ENQUIRIES

: Ms. G. Moncho-Mfecane at 081 489 5972

POST 18/34 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: NCPT/2024/17**
Directorate: Financial Management Services

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : NQF: 6/7 Tertiary Qualification in Supply chain management/ Public Management/ Financial Management or related fields. 3-5 years working experience in a Supply Chain Management environment. At least 2 years in Supervisory level in SCM. A valid driver's licence will be an added advantage. Knowledge: Knowledge of the Supply Chain Management policies and prescripts Act, Public Finance Management Act, Public Service Act, Demand and Acquisition Management and Financial Management. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

DUTIES : The successful candidate will, inter alia be responsible for the following: Request quotations from suppliers using Central Supplier Database: Utilizing CSD reports per commodity and suppliers walk-in register. Request of compliance documents from suppliers and verify Tax status and banking details. Ensure that correct specifications are requested from supplier. Maintaining communication with supplier. Monitor adherence of thresholds for procurement: Request of compliance documents from suppliers (i.e SBD 4, SBD 6.1,) Check and verify that the required documents are attached before submitting quotes for approval. Check and verify if suppliers are active on Logis, they are tax compliant and banking details are verified. Compile price and specific goals schedule for evaluation of all quotations received. Ensure quoted price are in line with SCM Policy, framework and regulations. Performing Quotation Maintenance Capture (QTMT) functions on Logis System: Searching of ICN and ensuring that the ICN matches the description on the Standard Logistical document (SLD) and quotation. Link item control number (ICN) on Item Record Maintenance (LSLG) to supplier number and ICN should be linked to the correct reporting category. Checking if prices and quantities are correct on quotation. Perform Requisition Capture (RQCP) function on Logis: Correct SCOA Allocations to be captured. Correct supplier name and number is used when capturing the requisition on PI. Add suppliers on Logis Portal.

ENQUIRIES : Ms. K. Bambani at 081 568 4773

POST 18/35 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: NCPT/2024/08**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : NQF: 6/7 Tertiary Qualification in Records Management, Information Science, Archival Studies or related qualification. 3-5 years' relevant work experience in records management environment of which two (2) years must be at supervisory level. A valid Driver's license. Knowledge: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; National Archives and Records, Services of South Africa Act (NARSA), Promotion of Access to Information Act (PAIA), Public Finance Management Act (PFMA). Extensive Knowledge in Records Management, Knowledge of Minimum Information Security Standard (MISS). Planning and organizational skills, Computer literacy, Interpersonal skills, Problem solving skills, Communication (written and verbal) skills, Project management skills, Ability to interpret and apply relevant policies and procedures, Ability to work under pressure.

DUTIES : Maintain Records Classification systems and Co-ordinate Records Management services: Design and update classification systems, policies, manuals and guides. Submit records classification system to Provincial Archives for approval. Facilitate the practical implementation of the approved systems. Ensure safekeeping of Departmental Records. Ensure proper access control and registry counter services. Ensure proper management of office machines in relations to registry functions. Provide Records Management training: Develop the annual training programme. Update training manual in line with policies and procedures. Conduct records management awareness. Conduct presentations on records management based on the need or request.

Conduct appraisal of records for disposal purposes: Compile appraisal report. Compile submissions for ephemeral records due for disposal. Submit disposal certificates to Provincial Archives. Conduct Inspections to ensure compliance with proper records management: Draw up an annual inspection programme. Conduct site inspection on records management. Compile a comprehensive inspection report. Recommend action plans and monitor progress through report. Provide Professional support and advice: Provide support and advice to all programmes in the department. Deal with written and telephone queries and enquiries. Management of the overall registry and records management. Manage personnel's performance and administrative procedures regarding personnel including personnel grievances and conflicts. Partake in on-going activities to advance records management practices such as digitization and ensuring professionalism in records management workspace. Participate in consultation meetings to address relevant concerns with regards to records management practices. Provide guidance with retrieving information from the filing system when required. Maintenance of discipline and leave management. Mr. S. Madibela at 065 887 6004

ENQUIRIES

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POST 18/36

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ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY MECHANISMS REF NO: NCPT/2024/12
Directorate: Strategic Management

SALARY CENTRE REQUIREMENTS

:

R444 036 – R532 602 per annum (Level 09)

:

Kimberley

:

NQF: 6/7 Tertiary Qualification in Public Management/ Administration and related fields. 3 years' relevant work experience at supervisory level in Change Management organisational development, or a related field, preferably within the public sector or government environment. A valid Driver's license. Knowledge: Knowledge of Public Finance Management Act (PFMA). DPSSA Operations Management Framework, Departmental Policies and Procedures, Administration procedures, Batho Pele Principles. Interpersonal relationship, Computer literacy, Planning and organising. Strong understanding of change management principles, methodologies, and tools. Excellent communication, interpersonal, reporting and facilitation skills. Proven ability to manage complex projects. Proficiency in change management tools.

DUTIES

:

Develop, maintain and/or facilitate the successful implementation of Northern Cape Provincial Treasury (NCPT) service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework: Develop and review the Service Delivery Model(s) for the Department aligned to the mandate. Develop and review Service Delivery Standards and Service Delivery Charters in the department. Carry-out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreements/service commitment charter. Promote the successful implementation of the Batho Pele (BP) Framework in the NCPT: Create awareness and facilitate the implementation of the department's Batho Pele Belief Set, service standards, norms and standards and charters in the department. Coordinate change management initiatives in the department: Facilitate training programs to equip employees with the skills and knowledge needed to adapt to new processes, systems, and organisational changes. Provide coaching and support to enhance change management capabilities within the Department. Develop and implement change management policies and strategies. Coordinate the design of programmes to influence change in organizational behaviour. Coordinate and monitor the implementation of transformation programmes. Participate and facilitate change management sessions for service delivery improvements programmes in the department. Implement and facilitate service delivery improvement mechanisms: Assist in Developing and implementing the service delivery improvement plans (SDIPs) for the department. Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department. Establish appropriate system to manage institutional performance on service delivery matters. Implement service delivery improvement programmes/projects and complaints mechanism. Stakeholder Engagement: Engage with key stakeholders, including employees, management, and external partners, to ensure buy-in and support for change initiatives. Facilitate communication and collaboration among stakeholders to foster a shared understanding and commitment to change. Monitor and evaluate the effectiveness of change initiatives through surveys,

feedback, and performance metrics. Promote a culture of continuous improvement by encouraging feedback, learning, and innovation. Document lessons learned from change initiatives and share best practices within the Department.

ENQUIRIES : Ms. D. Sebolai at 081 502 6954

POST 18/37 : **ASSISTANT DIRECTOR: MONITORING & EVALUATION REF NO: NCPT/2024/13**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : NQF: 6/7 Tertiary Qualification in Public Management/ Administration and related fields. 3 years' relevant experience in Administration, Monitoring and Evaluation. A valid driver's license. Knowledge: Knowledge of applicable policies, legislation, guidelines, standards, procedures, and best practices. Public Services procedures. Strong analytical and problem-solving skills. Proficiency in M&E methodologies and tools. Excellent written and verbal communication skills. Ability to work collaboratively with diverse stakeholders. Proficiency in data analysis, Monitoring and Evaluation. Planning and Organizational skills, Computer Literacy, Interpersonal, Problem solving. Communication (written & verbal). Project Management skills. Ability to interpret and apply relevant policies and procedures.

DUTIES : Co-ordinate the implementation of an evaluation strategy: Assist with the development of systems and mechanisms to evaluate departmental performance. Manage and facilitate the implementation of departmental performance, monitoring and compliance. Monitoring and facilitate reporting and compliance. Monitor and facilitate reporting and compliance on departmental performance programmes and activities against government's priorities. Develop performance indicators and benchmark to assess the effectiveness and impact of initiatives. Stakeholder Engagement: Coordinate with internal and external stakeholders to align M&E activities with broader organizational goals. Facilitate stakeholder workshops and meetings to discuss M&E findings and implications. The maintenance of departmental Monitoring and Evaluation Frameworks and systems: Monitor compliance of processes relating to mandate of the department. Coordinate the annual and quarterly review sessions. Monitor the implementation of departmental outcomes and other priorities. Conduct benchmarking and best practice on monitoring and compliance. Draft & coordinate responses for submission to internal and external stakeholders. Capacity Building: Train and support staff in M&E methodologies, tools, and practices. Provide technical assistance to project teams in implementing M&E activities. Conduct research, analyse information: Maintain a repository of reports and facilities dissemination.

ENQUIRIES : Ms. D. Sebolai at 081 502 6954

POST 18/38 : **ASSISTANT DIRECTOR: ACCOUNTING & REPORTING (MFMA) REF NO: NCPT/2024/31 (X2 POSTS)**

SALARY : R444 036 – R532 602 per annum (Level 09)
CENTRE : JTG District Office (Kuruman)
REQUIREMENTS : NQF: 6/7 Tertiary Qualification in Financial Management/Financial Accounting/Management Accounting. 2 years' experience accounting environment. A valid driver's license. Knowledge: Knowledge of Municipal Finance Management Act, Treasury Regulations, Accounting Principles. Analytical skills, Organising skills, Presentation/report writing skills, Numeracy, Advanced Excel, Communication skills, Planning, Problem solving skills and Project management.

DUTIES : Promote the understanding and implementation of accounting standards (GRAP), review and provide feedback on the quality of Annual Financial Statements: Provide support to municipalities on the preparation/compilation of annual financial statements. Provide feedback to the Deputy Director on the assessed draft and in-year financial statements. Advice stakeholders on accounting practice and compile documents/presentations for discussion on various topics related accounting on various sessions/forums. Support the monitoring and compliance with the financial accounting reporting requirements: Train clients on accounting frameworks, standards, guidelines and transversal accounting policies through Forums. Monitor the submissions of audit reports, management letters and audit action plans. Analyse, monitor,

support and report on the implementation of the audit action plans. Analyse, monitor, support and report on the implementation of the audit action plans. Report on the annual and oversight reports are tabled timeously as required by the MFMA. Support municipalities in resolving audit queries through the attendance of audit steering committee meetings and correspondence. Support on the preparations of the Audit File. Monitor and evaluate AFS preparation action plan. Provide technical support on financial management and accounting: Conduct research on technical GRAP Issues that affect the municipalities to provide clear guidance, application and direction. Participate in Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Support the implementation of financial management support programs where municipalities lack skills and capacity. Analyse audit reports, management letters and audit implementation plans to identify financial management strategies. Analyse and report on progress of the implementation of the AFS/Accounting queries. Assist in Monitoring, supporting and reporting on related modules in the Financial Management Capability Maturity Model. Verification of Annual Financial Statements against the submitted PRAUD and AUDA data strings: Follow up on outstanding data strings (PRAUD and AUDA). Coordinate the process of alignment of AUDA data strings and AFS. Communicate to municipalities on the differences. Provide guidance and support as required.

- ENQUIRIES** : Ms. B. Mgaguli at 066188 6322
- POST 18/39** : **ASSISTANT DIRECTOR: BUDGET MANAGEMENT (X2 POSTS)**
- SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)
 : Cluster 3: JTG District Office (Kuruman) Ref No: NCPT/2024/32 (X1 Post)
 : Cluster 1: ZF Mgcawu District Office (Upington) Ref No: NCPT/2024/28) (X1 Post)
- REQUIREMENTS** : NQF 6/7 tertiary qualification in Finance / Financial Accounting/Financial Management, Economics, Public Administration, Local Government Management/Finance. 2 years' experience in a municipal work environment. A valid driver's license. Knowledge: Knowledge of MFMA, Division of Revenue Act, Knowledge of the Medium-Term Review and Expenditure framework, Budget processes, budgeting framework, budget format and budgeting circulars. Finance Planning and organising, Analytical skills, Presentation/report writing, Norms and Standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation. Project Management, Advance Excel, Planning. Computer Literacy, Communication Skills, Problem Solving, Policy Analysis/development, Good planning and organising skills, Dealing with conflict, Route notes, memorandums, reports, articles, programs and minutes writing, Analytical skills.
- DUTIES** : To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities: Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT Circulars and on best practices (includes advise to council on its oversight roles over the budget process). Coordinate the facilitation of technical support and training via interactive working session/site visits and report the outcome of the site visits. To provide assistance and support on the provision of guidance on budget planning: Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice/ written comments to the municipality. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial and National Transfer Gazette). Provide assistance in the budget verification process to validate budgets on the NT database. Provide assistance in monitoring the submission and publication (municipal website) of municipalities' budget and other relevant documents. To provide assistance and support in the monitoring, evaluating and reporting on In-Year Budget Performance: Provide assistance to monitor and ensure the submission MFMA returns/data strings to National Treasury (report from NT confirming the receipt of all returns/data strings). To provide assistance in the analysis of the monthly outcome of municipalities' budget and financial performance through the IYM process and provide feedback to designated municipalities. Also provide input into the monthly 'Municipal Finance Consolidated Finance Performance Report (MFCFPR)' in

the prescribe format for designated municipalities, ensuring accuracy of numbers and quality report. To provide assistance in the analysis quarterly outcome of municipalities' budget and financial performance including Section 72 report and provide input into the quarterly 'Municipal Finance Quarterly Review (MFQR)', in the prescribed format for designated municipalities, ensuring accuracy of the numbers and quality report. To assist in the monitoring of grants spending of designated municipalities and submit to the relevant supervisor. To provide assistance and support in the monitoring compliance by delegated municipalities with respect to the MFMA, Dora and other applicable legislations and regulations: Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/report to the relevant supervisor on steps taken by the municipality to address non-compliance. Provide advice and technical guidance on revenue related by laws, policies, and on tariffs setting relating to revenue management cycle: Review and provide technical guidance on revenue related by laws and policies. Provide technical support on the municipality revenue standard operating procedures. Assess and provide advice on tariff setting.

ENQUIRIES : Ms. B. Mgaguli at 066 188 6322

POST 18/40 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (MFMA) (X3 POSTS)**

SALARY CENTRE : R444 036 – R532 602 per annum (Level 09)
 : JTG District Office (Kuruman) Ref No: NCPT/2024/33 (X2 Posts)
 : ZF Mgcau District Office (Upington) Ref No: NCPT/2024/27 (X1 Post)

REQUIREMENTS : NQF: 6/7 Tertiary Qualification in Accounting/Supply Chain Management/ Financial Management/Procurement/Law, Local Government Finance. 2 years in a municipal environment. A valid driver's licence. Knowledge: Knowledge of Public Service Act and Regulations, PFMA and Regulations. PPPFA and Regulations. BBBEE Act. CIDB Act and Regulations. Municipal Structures Act and Municipal Systems Act. Provincial SCM Policy. A broad range of Acts and Policies pertaining to the line function and legal mandates of municipalities. NT Instruction Notes. Provincial Treasury, Instruction Notes. CIDB Instructions Notes, CSD Release notes. Communication, Organizing, Computer literacy, Networking, Leadership and team, building, Analytical, Problem solving, Policy Development, Conflict management and Financial Management Presentation.

DUTIES : Co-ordinate the monitoring and full implementation of SCM Policies, Framework and Procedures in Municipalities: Review policies and ensure alignment to legislation. Monitoring compliance of municipalities with annual procurement plans. Conduct compliance visits to municipalities. Analyse audit report and implement audit action plans in municipalities. Issue Provincial Instruction Notes to assist with implementation and policy changes in municipalities. Provide support to ensure full compliance of SCM prescripts in municipalities: Assess, evaluate and analyse the level of SCM Compliance per municipality. Compile support plan to assist municipalities to achieve maximum compliance on FMCMM. Ensure implementation and maintenance of CSD and e-Tender portal in all municipalities. Survey Participation in RT contracts and in strategic sourcing projects. Provide support on Contract Management to municipalities. Provide support to institutionalize SOP's in municipalities. Assist with capacity building in municipalities: Guide municipalities on how to compile procurement plans and to review the SCM policy. Provide guidance with implementation of the Revised Regulation 2017. Provide guidance with implementation of new and revised MFMA circulars and instruction notes pertaining to procurement. Provide on request, internal training and mentorship support. Co-facilitate workshops, training and external training sessions. Provide support to municipalities with tenders and general SCM Enquiries. Guide and assist municipalities with evaluation of tenders as per request on advisory capacity.

ENQUIRIES : Ms. B. Mgaguli at 066 188 3622

POST 18/41 : **ASSISTANT DIRECTOR: INTERNAL AUDIT (CLUSTER 3) REF NO: NCPT/2024/34**
 Directorate: Provincial Internal Audit

SALARY CENTRE : R444 036 – R532 664 per annum (Level 09)
 : Kimberley

REQUIREMENTS

: NQF: 6/7 Tertiary Qualification in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3 years' full-time experience in an auditing environment. Supervisory experience in an auditing environment will be an added advantage. A valid driver's license. Knowledge: Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in information systems and other areas pertinent to the industry. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment. Considerable skill in negotiating issues and solving problems.

DUTIES

: Annual and Quarterly Planning of Audit Assignments: Provide inputs to the Annual Audit Plan. Provide inputs to the project plan and allocation of audit assignment. Provide inputs into the quarterly progress report. Publish Plan. Supervise Planning and Execution of audit assignments: Provide input into the audit engagement scope, audit objectives and timeframes. Research on audit to be performed and relevant legislations/Acts/Policies and Procedures. Perform and/or review data analytics. Develop the audit program and plan the audit sampling method. Review the preliminary survey checklist, system description, and Detailed Process Matrix. Review the record of work done on the audit program. Review and sign off Teammate working papers. Provide frequent supervision or coaching to the auditors and minimal supervision to seniors throughout the audit assignment. Reporting Audit Results: Review the Exception (Combined Issues) Report. Discuss of the reviewed Exception (Combined Issues) Report with client to source management comments. Assist in the discussion of the Draft Final Audit Report. Address and sign off coaching notes. Ensure audits are valuable to the departments. Verification of the audit pack as per Audit Committee request. Perform Administration tasks relating to internal audit activities: Review and approve timesheets on Teammate. Assess performance of the auditors / seniors quarterly (informally), bi-annually (formally) and annually. Maintenance of discipline. Manage leave of auditors and seniors. Attend Audit Committee meetings on request by management.

ENQUIRIES

: Mr. J. Van Tonder jvantonder@ncpg.gov.za; 082 719 1666

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho
- FOR ATTENTION** : The Director: Human Capital Management
- CLOSING DATE** : 14 June 2024
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 18/42** : **DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: 2024/ACSR04/NW**
Directorate: Financial Management and Accounting
- SALARY** : R849 702 per annum (Level 11), all-inclusive package
- CENTRE** : Head Office, Mmabatho
- REQUIREMENTS** : A three year (3) year National Diploma or Bachelor's Degree in Financial Management/ Accounting. At least five (5) years relevant experience in a public financial administration / budget planning environment of which three (3) years should be at a Junior Management level / Assistant Director. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence. Knowledge: Experience in preparation of financial statement, practical knowledge and understanding of modified cash standard. Sound understanding of government Legislation, policies including PFMA, Treasury

		regulations and other related prescripts. Good computer literacy in Microsoft office suite (Word, Excel and PowerPoint). Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	Prepare and coordinate Interim and Annual financial statements. Facilitate and respond to internal and external audits. Develop, implement and monitor the adherence to all relevant financial accounting systems and processes. Ensure prevention of unauthorized, irregular, fruitless and wasteful expenditure. Ensure provision of assets & liabilities and debts management services. Ensure provision of banking services within the office. Ensure proper safeguarding of all financial accounting documents in the office. Oversee the overall management of the payment processes to suppliers including Transfers and payments due to officials. Render Creditors Payments and ensure improved turnaround time of payments within 30 days. Ensure effective and efficient management of bookkeeping for purposes of improved service delivery. Ensure the employer's obligations as prescribed by Receiver of Revenue (SARS) are met.
<u>ENQUIRIES</u>	:	Ms M. Moleele Tel No: (018) 388 2675/ 2661
<u>POST 18/43</u>	:	<u>ASSISTANT DIRECTOR: BUDGET AND CASH FLOW MANAGEMENT REF NO: 2024/ACSR05/NW</u> Directorate: Financial Management and Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum (Level 09) Head Office, Mmabatho A three (3) year National Diploma or Bachelor's Degree in in Financial Management/ Accounting. At least two (2) to three (3) years relevant experience in budget and cashflow at supervisory level. A valid driver's license. Knowledge: Knowledge of Treasury and Financial Regulations, the Public Finance Management Act and compilation of budgets and budget control. Knowledge of cash accounting. Knowledge of internal financial inspections and audits regarding financial budgetary systems. Skills: Good Managerial skills. Good written and verbal communication. Good computer literacy in Microsoft Office suite (Word, Excel and Power-Point) and Financial Systems (WALKER, and BAS). Ability to work under pressure and deliver to tight deadlines.
<u>DUTIES</u>	:	Manage and control functions of the financial management of accounting and financial accounting). Compile and control the MTEF budgets for the Directorate. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Manage the monthly expenditure and cash flow statements of various programmes. Manage the allocation of the budget vote. Receive and process audit queries and implement corrective measures. Prepare regular and management reports. Ensure the correct and timeous payment of suppliers. Manage and control subordinates.
<u>ENQUIRIES</u>	:	Mr T. Pitso Tel No: (018) 388 5565

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

CLOSING DATE : 17 June 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 18/44 : **SCIENTIFIC MANAGER: ANIMAL SCIENCE REF NO: AGR 25/2024**

SALARY : Grade A: R1 042 170 per annum, (OSD as prescribed)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate MSc degree in Animal Sciences as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science; A minimum of 6 years post qualification experience in animal science research; A valid code B driving licence. Recommendation: PhD in Animal Sciences. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies and models; research and development; computer-aided scientific applications; Legal compliance; Technical report writing; Creating a high performance environment; Professional judgement; Data analysis; Policy development and analysis; Scientific presentation; Mentoring. Skills in the following: Strategic capability and leadership; Decision making; Team leadership; Creativity; Financial leadership; Customer focus and responsiveness; Computer literacy; Communication; Networking; Conflict management; People management; Change management; Computer literacy.
DUTIES : Strategic Management – Provide strategic leadership to enhance the development and implementation of policies, systems and procedures; Line Function Management – Lead, coordinate and develop research and development in the animal sciences; Administrative Management – Financial and people management; Governance – Allocate, control and report on all resources.
ENQUIRIES : Dr IA Trautmann Tel No: (021) 808 5012
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

of 5 years relevant post qualification experience in agricultural research support. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Livestock farming with different species, including but not limited to sheep, dairy, beef and ostriches; Research project infrastructure requirements, specifically for livestock research; General farming management, e.g. transport requirement, personnel requirements; Livestock farming requirements with reference to handling facilities, water reticulation, fencing. Skills in the following: Technical farm-related skills; Decision making; Team leadership; Computer literacy; Communication; Networking; Conflict management; People management; Change management.

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

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

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

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

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

ENQUIRIES : Ms. LB Smith Tel No :(021) 808 5470
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE : 17 June 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 18/50 : **OFFICE MANAGER REF NO: CAS 33/2024**

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

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

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

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

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

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

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

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

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 17 June 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

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

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

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

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

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

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

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

SALARY : Grade 1: R1 271 901 per annum

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

CENTRE REQUIREMENTS

: Lentegour Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Available and willing to participate in after-hours duties if required. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.

DUTIES

: Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch/University of Cape Town).

ENQUIRIES APPLICATIONS

: Mr W Caesar Tel No: (021) 370-1411
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for other vacant Psychiatrist posts within the Chief Director Metro Health Services, for a period of 3 months from the date of advert.

CLOSING DATE

: 14 June 2024

POST 18/56

: **PHARMACY SUPERVISOR: GRADE 1 (ONCOLOGY)**

SALARY

: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Tygerberg Hospital, Parow Valley
: Minimum Educational Qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: A minimum of 3 years of appropriate experience after registration as a Pharmacist with the SAPC. Inherent Requirements of the job: A Valid driver's licence. Ability to cope under pressure and maintain a high standard of professionalism. Able to perform after-hour duties e.g. on-call pharmacist and weekend shifts. Competencies(knowledge/skills): Knowledge of the Pharmacy Act 53 of 1974, Medicines and Related Substance Control Act 101 of 1965 as amended. Knowledge of the Public Service Finance Management Act. Knowledge of Pharmacy Finance and Supply Chain. Proof of continuous professional development.

DUTIES

: Reporting to the manager to assist as needed in clinical meetings related to pharmacy e.g. Pharmacy and Therapeutic Committee. Participate and initiate

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

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

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

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

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

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

ENQUIRIES : Ms. A Janse van Rensburg Tel No: (021) 815-8671
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and competency assessment.

CLOSING DATE : 10 June 2024

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

SALARY : R455 223 per annum
CENTRE : Valkenberg Hospital

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

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

ENQUIRIES : Ms P Kana Tel No: (021) 826-5789
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

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

ENQUIRIES : Ms A Janse van Rensburg Tel No: (021) 815-8671
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 10 June 2024

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

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

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

ENQUIRIES : Ms R Keyser Tel No: (021) 938-4135
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 June 2024

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

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

- DUTIES** : Assist the manager with minor building repairs, carpentry projects, installations, furniture repairs and technical work. Assist the senior radio technician with equipment installation in vehicles. Attend compulsory training. Clean areas on completion of work. Make all tools and materials available before commencing a job. Travel between EMS, health care and repeater facilities to inspect requests and assist with installations of radio equipment.
- ENQUIRIES APPLICATIONS** : Mr C Van Antwerpen Tel No: (021) 932 6071
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
- CLOSING DATE** : 14 June 2024

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 17 June 2024
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

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

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

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

ENQUIRIES : Ms. P Van Der Merwe Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>.

OTHER POSTS

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

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

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

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

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

- ENQUIRIES APPLICATIONS** : Mr I Haupt Tel No: (021) 483 6453
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co> Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 17 June 2024
- POST 18/66** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY REF NO: DOI 144/2023 R1**
- SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
- DUTIES** : Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
- ENQUIRIES APPLICATIONS** : Ms C Skillicorn Tel No: (021) 483 4605
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co> Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

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

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 2427
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

<u>DUTIES</u>	: Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
<u>ENQUIRIES APPLICATIONS</u>	: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>NOTE</u>	: Ms R Kok Tel No: (021) 483 3056
<u>CLOSING DATE</u>	: To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 18/69</u>	: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>SALARY</u>	: 17 June 2024
<u>CENTRE REQUIREMENTS</u>	: <u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL) REF NO: DOI 67/2024</u>
<u>DUTIES</u>	: Grade A: R833 499 - R889 158 per annum, (OSD as prescribed) Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed) Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)
<u>ENQUIRIES APPLICATIONS</u>	: Department of Infrastructure, Western Cape Government
<u>DUTIES</u>	: Engineering Degree (B Eng./ BSC (Eng.)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving license. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; knowledge Research and development; Computer-aided engineering applications; legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
<u>ENQUIRIES APPLICATIONS</u>	: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development: Continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Hendrickse Tel No: (021) 483 2427
<u>ENQUIRIES APPLICATIONS</u>	: To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

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

ENQUIRIES APPLICATIONS : Mr J Sui Sang How Tel No: (021) 483 3329
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries

person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
17 June 2024

CLOSING DATE

POST 18/71

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

SALARY

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

CENTRE

Department of Infrastructure, Western Cape Government

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Mr W Amsterdam Tel No: (021) 483 8259

APPLICATIONS

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

NOTE

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

17 June 2024

POST 18/72

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

SALARY

Grade A: R522 741 per annum, (OSD)

CENTRE

Department of Infrastructure, Western Cape Government

REQUIREMENTS

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

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

ENQUIRIES APPLICATIONS : Mr M Hendrickse Tel No: (021) 483 3107
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline Tel No : (086) 137 0214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

ENQUIRIES APPLICATIONS : Mr G Meyer Tel No: (021) 483 2601
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

relevant experience in Finance/ Supply Chain Management/ Accounting/ Auditing. Recommendation: Relevant accounting experience and working knowledge of SCOA; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Accounting; SCOA; PFMA; Logistical Information System (LOGIS); Asset Management; Skills needed: Written and verbal communication; Proven computer literacy in MS Office package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Problem-solving and Decision-making.

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

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

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

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

ENQUIRIES APPLICATIONS : Ms J Thomas Tel No: (021) 483 2004
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at (086) 137 0214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
Department of Infrastructure, Western Cape Government
An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher); A minimum of 1-year relevant experience within the finance or risk management; A valid Driver's license. Competencies: Knowledge of the following: Loss Control processes and procedures; Management of Losses and Claims as per PFMA, NTR, PTI; Skills in the following: Proven computer literacy (MS Office); Written and verbal communication; Problem solving and decision making; Monitor and prevent prescription.

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

ENQUIRIES APPLICATIONS : Mr LD Aktins Tel No: (021) 483 3743
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

- REQUIREMENTS** : An appropriate 3-year B-Degree NQF 7 (equivalent or higher) in Supply Chain Management or related; A minimum of 3 years' experience in Supply Chain Management. Competencies: Knowledge of the following: Supply Chain duties and practices; Legislative framework governing the Public Service; Work procedures. Skills in the following: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Flexibility and Interpersonal relations language.
- DUTIES** : Develop strategic sourcing strategy; Analyse of procurement requests; Review and approve requisition forms in line with departmental procurement plan; Ensure implementation of sourcing strategy and related activities; Evaluate relevant form of specialised procurement activities and Develop specialised procurement activities.
- ENQUIRIES APPLICATIONS** : Mr. E Sawall Tel No: (021) 483 5053
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 17 June 2024
- POST 18/78** : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOI 76/2024**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree/ equivalent or higher); Relevant experience in accounting/ auditing/finance/supply chain management. Recommendation: A valid Driver's licence. Competencies: Knowledge of the following: Accounting; SCOA; PFMA, LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.
- DUTIES** : Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.
- ENQUIRIES APPLICATIONS** : Mr C Matthyse Tel No: (021) 483 4949
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries

person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
17 June 2024

CLOSING DATE

POST 18/79

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

SALARY

CENTRE

REQUIREMENTS

R376 413 per annum (Level 08)
Department of Infrastructure, Western Cape Government
An appropriate 3-year tertiary qualification (National Diploma/ B-Degree/ equivalent or higher); Relevant experience in accounting/ auditing/finance/supply chain management. Recommendation: A valid Driver's licence. Competencies: Knowledge of the following: Accounting; SCOA; PFMA, LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES

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

ENQUIRIES

APPLICATIONS

Mr. C Matthyse Tel No: (021) 483 4949
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

17 June 2024

POST 18/80

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

SALARY

CENTRE

REQUIREMENTS

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

DUTIES

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

		Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	Mr D Jooste Tel No: (021) 832 5780
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	17 June 2024
<u>POST 18/81</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 11/2023 R2</u>
<u>SALARY</u>	:	Grade A: R371 253 - R396 522 per annum Grade B: R419 325 - R449 079 per annum Grade C: R472 812 - R556 080 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Recommendation: Exposure to the fleet maintenance industry; Procurement; Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES</u>	:	Mr M Subailey Tel No: (021) 959 7700
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at (086) 137 0214. Otherwise, all other queries relating to the position, kindly contact the enquiries

person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
17 June 2024

CLOSING DATE

POST 18/82

ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: DOI 141/2023 R1

SALARY

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

CENTRE REQUIREMENTS

Department of Infrastructure, Western Cape Government
An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as an Engineering Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher).
Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.

DUTIES

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

ENQUIRIES APPLICATIONS

Mr M Hendrickse Tel No: (021) 483 3107
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE

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CLOSING DATE

17 June 2024

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

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting/ Supply Chain Management/ Commerce; A minimum of 2 years relevant experience in Finance/ Supply Chain Management/ Accounting/ Auditing. Recommendation: Accounting experience; Working knowledge of SCOA; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Accounting; SCOA; Public Financial Management Act; Asset Management; Logistical Information System (LOGIS). Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Organising and planning; Ability to function under pressure and as a team member; Decision making skills.

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

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in a Supply Chain Management environment. Recommendation: Working knowledge of Supply Chain duties, and practices as well as the ability to capture data accurately, operate computers and collect statistics; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job knowledge; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Legislative and regulatory requirements; Skills needed: Proven computer literacy; Communication (written and verbal); Report writing; Problem solving; Analytical; Planning and organising; Applied Strategic Thinking; Interpersonal relations; Flexibility; Ability to work independently and as part of a team.

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

ENQUIRIES : Mr. E Sawall Tel No: (021) 483 5053
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to

Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

:

17 June 2024

POST 18/85

:

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

SALARY

:

R308 154 per annum (Level 07)

CENTRE

:

Department of Infrastructure, Western Cape Government

REQUIREMENTS

:

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

DUTIES

:

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

ENQUIRIES

:

Mr W Amsterdam Tel No: (021) 483 8259

APPLICATIONS

:

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

NOTE

:

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE

:

17 June 2024

POST 18/86

:

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

SALARY

:

R255 540 per annum (Level 06)

CENTRE

:

Department of Infrastructure, Western Cape Government

REQUIREMENTS

:

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

DUTIES

:

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

ENQUIRIES

:

Mr M Stegmann Tel No: (044) 272 6071

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

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

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

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

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

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

ENQUIRIES APPLICATIONS : Mr E Louw Tel No: (021) 959 7700
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

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

ENQUIRIES APPLICATIONS : Mr W Amsterdam Tel No: (021) 483 8259
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

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

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

- team; Self-motivated; Ability to work independently without constant supervision and High concentration ability for long periods of time.
- DUTIES** : Outline of new or faded invisible road marks; Spray of lines with the aid of road mark machine and aids; Undertake the pre-inspection of routes and post-surveying of completed lengths sprayed i.t.o of costing and quality assurance; Supervise subordinates with hand painting of road marks as well as ad-hoc road maintenance activities; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act.
- ENQUIRIES APPLICATIONS** : Mr M Stegmann Tel No: (044) 272 6071
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co> Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 17 June 2024
- POST 18/91** : **TRADE WORKER: CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO: DOI 70/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 or equivalent qualification; A minimum of 3 years relevant experience; A valid (Code EC or higher) drivers license. Competencies: Good verbal & written communication skills; Good people skills; Client orientated; Planning and Organising.
- DUTIES** : Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the mechanics in servicing the earthmoving equipment using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the mechanics; Remove heavy objects using the fork lifter; Take vehicles for roadworthy test; Transport and collect vehicles to the agents; Load and unload the transporter; Helping the artisans with condition report; Do fault finding and diagnosis in the equipment; Heat and cut the components with the cutting torch; Rust repairs and spray painting of Earthmoving equipment; Steam cleaning equipment before spray painting; Straightened and aligning of panels; Mixing of paint; Cleaning of spray boot; Making sure extractor fans is in good working condition; Draw of different paints and thinners and other materials to be used from stores; Preparing surface before welding; Welding frames for signboard; Able to do Arch welding, Mig welding, Gas welding, brazing and soldering; Able to cut material with cutting torch, plasma cutter and electrical cutter (e.g. grinder) as required; Warm up seized and rusted bolts and pins to be removed from earth moving equipment; Weld on new wear plates to the Front End Loaders buckets and cracks on Grid Rollers frames; Removing from Earth Moving Equipment components to be repaired by welder and assemble; Operating Fork Lifter when required.
- ENQUIRIES APPLICATIONS** : Ms M van Wyngaardt Tel No: (021) 959 7700
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00 am to 17:00pm); Or
2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of the post in the email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing

department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 17 June 2024

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 17 June 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

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

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Post graduate Diploma in Human Resource Development; Experience in training coordination within municipalities; Willingness to travel when required. Competencies: Knowledge of the following: Skills development legislation; Strategic planning; Project management; Skills in the following: Computer literacy in MS Office packages (Word, Excel, PowerPoint); Written and verbal communication; Presentation; Facilitation skills; Time management and Interpersonal skills; Ability to work independently and as part of a team.
DUTIES : Plan and coordinate initiatives for the department; Coordinate multi-stakeholder participation in implementing Provincial and National capacity building initiatives; Evaluate all training interventions; To liaise with relevant stakeholders on training and development interventions for the department; Information management and reporting.

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

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

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience. Recommendation: Experience in the following: Financial management; Monitoring systems; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector; DLG KPAs; Monitoring and reporting procedures; Community development; Project

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

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

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

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

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

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

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

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

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

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

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

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

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

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

PROVINCIAL TREASURY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 17 June 2024
- 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 POST

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

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

ENQUIRIES

:

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

:

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

CLOSING DATE

:

17 June 2024

NOTE

:

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OTHER POSTS

POST 18/100

:

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

SALARY

:

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

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

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

DUTIES

:

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

ENQUIRIES

:

Ms L Goosen Tel No: (021) 483 939

POST 18/101

:

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

SALARY

:

R444 036 per annum (Level 09)

CENTRE

:

Department of Social Development, Western Cape Government

REQUIREMENTS

:

An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the information systems field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to

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

- Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.
- DUTIES** : Implement educational programmes at secure child and youth care facilities in accordance with curriculum requirements and departmental legislation; Implement facility policies and procedures to enhance safe care, custody and development of residents; Perform administrative functions; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields.
- ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236
- POST 18/104** : **ASSISTANT DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: DSD 30/2024**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R193 125 - R218 673 per annum, OSD as prescribed
: Department of Social Development, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving licence. Recommendation: Relevant experience with regards to the compilation of the Workplace Skills Plan. Competencies: Knowledge of the following: Training and development; Labour legislation; HRD related policies; various professional bodies and applicable registration processes; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulation, Employment Equity Act and Skills Development Act. Skills in the following: Communication (written and verbal); Computer Literacy; Project management; Formal training; Strategic Planning; Problem solving and analytical thinking and Ability to analyse, conceptualise and implement policy.
- DUTIES** : Implement and report on the Professional Development Portfolio; Develop, implement and maintain the roll-out of capacity building initiatives for the department; Implement transformation programmes and people empowerment interventions; Implement and monitor continuous professional development and statutory registration of health and social service practitioners; People management.
- ENQUIRIES** : Ms R Patel Tel No: (021) 483 9392
- POST 18/105** : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES REF NO: DSD 31/2024 (VARIOUS POSTS AVAILABLE IN CLANWILLIAM, BONNYTOUN, HORIZON, OUTENIEKWA, DE NOVO AND ROAR**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R193 125 - R218 673 per annum, OSD as prescribed
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 10 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: Registration as a Child and Youth Care Practitioner with the SACSSP. Competencies: Knowledge of the following: Developmental programmes and interventions; Clerical/ administrative procedures; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Skills in the following: Proven computer literacy; Written and verbal communication; Ability to intervene and resolve conflict; Report writing; Presentation and facilitation; Planning and organising; Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- DUTIES** : Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES

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