

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

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. 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 31/195 : **DEPUTY DIRECTOR: AGRICULTURAL INFORMATION SYSTEMS (ELSENBERG, STELLENBOSCH), REF NO. AGR 46/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (level 11) (All-inclusive salary package)
 : Department of Agriculture, Western Cape Government
 : 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 APPLICATIONS : Dr DP Troskie at Tel No: (021) 808 5190
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/196 : **GROUND'S SUPERVISOR: FACILITIES MAINTENANCE (ELSENBERG, STELLENBOSCH), REF NO. AGR 48/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 7)
 : Department of Agriculture, Western Cape Government
 : An appropriate 1–2-year post school qualification (equivalent or higher qualification); A minimum of 3 years supervisory level experience in a garden and grounds maintenance environment; A valid driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Ability to drive a vehicle with a trailer. Competencies: Knowledge of horticulture or agriculture; Skills needed: Proven computer literacy; Communication (written and verbal); Problem solving and decision making; Leadership abilities and assertiveness; Ability to work independently and as part of a team.

DUTIES : Ensure an effective grounds maintenance unit; Manage the execution of general routine activities regarding the upkeep of gardens and grounds; Implement general financial administrative prescripts; Perform administrative and related functions in the unit; Manage the workshop and storage of tools

- and equipment; Render assistance with the provisioning of clean drinking water and the moving of offices and furniture; Render standby duties and overtime.
- ENQUIRIES APPLICATIONS** : Mr V Govender at Tel No: (021) 808 5422
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/197** : **ACCOUNTING CLERK: ACCOUNTS AND BAS ADMINISTRATION (ELSENBERG, STELLENBOSCH), REF NO. AGR 45/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5)
: Department of Agriculture, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification) with accounting and/or mathematics as a passed subject. Recommendation: Experience in the financial 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: A good understanding of the following: Basic Accounting System; Public Finance Management Act; National Treasury Regulations and Provincial Treasury Instructions; Financial prescripts; Proven computer literacy; Written and verbal communication skills.
- DUTIES** : Procurement, stores and stationery; Monthly reporting and record keeping of credit sales, claims, gift and donations, operating lease, fruitless and wasteful, irregular and unauthorised as well as theft and losses register; Compile and capture journals on BAS on municipality accounts, credit sales and interdepartmental claims; Document control; Clearing of inconsistent allocations on BAS; Perform post audit on all LOGIS payments.
- ENQUIRIES APPLICATIONS** : Mr V Govender at Tel No: (021) 808 5422
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/198** : **HOUSEHOLD SUPERVISOR (ELSENBERG, STELLENBOSCH), REF NO. AGR 44/2023**
- SALARY CENTRE REQUIREMENTS** : R171 537.per annum (level 4)
: Department of Agriculture, Western Cape Government
: Grade 10 or equivalent qualification (ABET level 4); A minimum of 3 years relevant experience in an industrial food service kitchen. 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 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 APPLICATIONS** : Ms LB Smith at Tel No: (021) 808 5372
: To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. 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.

CLOSING DATE : 26 September 2023

POST 31/199 : **GROUNDSMAN: GENERAL SUPPORT SERVICES (ELSENBURG), REF NO. AGR 47/2023**

SALARY CENTRE REQUIREMENTS : R125 373.per annum (level 2)
 : Department of Agriculture, Western Cape Government
 : Basic Literacy and Numeracy (ABET level 2/Grade 5). Competencies: General knowledge of garden layout, cutting and trimming lawns, groundsman work, appropriate tools and the usage thereof. Skills required: good verbal communication skills and basic numeracy.

DUTIES : Responsible for keeping of the grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivering of a support service; Ensure that equipment and other tools are kept in a good working condition.

ENQUIRIES APPLICATIONS : Mr JW Smith at Tel No: (021) 808 5343
 : To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for, and the reference number must be clearly indicated on the Z83 application form. 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.

CLOSING DATE : 26 September 2023

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023

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OTHER POSTS

POST 31/200 : **ASSET MANAGEMENT CLERK: LIBRARY ADMIN SUPPORT SERVICES (SCM SECTION)- 2 POSTS AVAILABLE, REF NO. CAS 36/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (level 5)
 : Department of Cultural Affairs and Sport, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Working knowledge of policies and procedures of SCM which include the Legislative Framework of Supply Chain Management Asset Management. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Acquisition Management; Logistic Information System (LOGIS) or similar system; Computer literacy in MS Office Package (Word, Excel,

- PowerPoint, outlook); Ability to work independently and as part of a team; Communication skills (written and verbal).
- DUTIES** : Render asset management clerical support: Compile and maintain records (e.g. asset records/databases); Check and issue furniture, equipment and accessories to components and individuals, Identify redundant, non-serviceable and obsolete equipment for disposal, Verify asset register; Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on Logis or similar system, Request and receive quotations; Render logistical support services: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases.
- ENQUIRIES APPLICATIONS** : Ms M Hendricks at Tel No: (021) 483 2436
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/201** : **SCHOOL SPORT COORDINATOR: RECREATION (3-YEAR CONTRACT POSITION), REF NO. CAS 38/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (level 5) plus 37% in lieu of benefits
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Diketo, Kgati and/or Ncuva; A valid (code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
- ENQUIRIES APPLICATIONS** : Philasande Macwili at Tel No: (021) 483 9517
: 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>

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. 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 31/202** : **ASSISTANT DIRECTOR (TRIBUNAL SUPPORT): OFFICE OF THE CONSUMER PROTECTOR, REF NO. DEDAT 22/2023**
- SALARY** : R424 104 per annum (level 9)

- CENTRE** : 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 (MyContent); 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 A Searle at Tel No: (021) 483 8440
- 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>

DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the Post 30/242: Quantity Surveyor Production Grade A to C Directorate: Infrastructure Programme Delivery: Grade A: R687 879 per annum Grade B: R783 693 per annum Grade C: R881 121 per annum (A portion of the package can be structured according to the individual's personal needs): Head Office, Cape Town have been cancelled.

OTHER POSTS

- POST 31/203** : **MEDICAL SPECIALIST GRADE 1 TO 3 (DISTRICT PSYCHIATRIST)**
 Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 214 805 per annum
 Grade 2: R1 386 069 per annum
 Grade 3: R1 605 330 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Khayelitsha and Lentegour Hospital catchment area (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry and Mental Health, University of Stellenbosch)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign

		Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry.
<u>DUTIES</u>	:	(key result areas/outputs): The provision of specialist clinical services to inpatients and outpatients, including outreach services at Khayelitsha District Hospital and the Khayelitsha-Eastern Substructure Support of the consultant body and Head of Clinical unit for clinical services, academic meeting and training at Lentegour Hospital. Management of relevant clinical governance and administrative requirements. Leadership of a multidisciplinary clinical team. Academic teaching, training and research.
<u>ENQUIRIES</u>	:	Dr M Mausling, tel.no. (021) 370-1325/1314
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Successful candidates may be subjected to a competency assessment.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/204</u>	:	<u>DEPUTY DIRECTOR: CLIMATE CHANGE AND UTILITIES CHAMPION</u> Directorate: Facilities Management
<u>SALARY</u>	:	R811 560 per annum A portion of the package can be restructured according to the individual's personal needs
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Honours degree (NQF level 8) in a finance related field and registered as a Certified Energy Auditor with the Association of Energy Engineers. Experience: A minimum of 8 years extensive experience in matters relating to climate change, energy and water management as well as energy efficiency and energy auditing. Competencies (knowledge/skills): Relating and Networking, Creating and Innovating, Persuading and Influencing, Presenting and Communicating Information, Analysing, Writing and Reporting, Delivering Results and Meeting Customer Expectations, Applying Expertise and Technology, Planning and Organizing, Adapting and Responding to Change, Working with People, Learning and Research. In-depth knowledge of financial management as applicable to feasibility studies. In-depth knowledge of financial modelling techniques. Understanding of energy utilisation. Energy auditing and management. Excellent communication and presentation skills. In-depth knowledge of climate change mitigation strategies. Energy auditing and management. Ability to engage with peers and other stakeholders. In-depth knowledge of energy and water saving technologies. In-depth knowledge of financial payback proposals. In-depth knowledge of Municipal tariff structures. In-depth knowledge of the working and executing of shared energy savings contracts. Energy auditing and management. Ability to engage peers and to influence others. In-depth knowledge of energy and water saving technologies. Knowledge of the Western Cape Provincial Health service.
<u>DUTIES</u>	:	(key result areas/outputs): Develop and implement policies, procedures and strategies with the aim of achieving Net Zero. Conduct feasibility studies and financial modelling. Identification and implementation of Energy interventions working within a multi-disciplinary team which includes amongst others Infrastructure Planning, Engineering and Technical Services, Facility Management, other Western Cape Government Departments and Service Providers for example the Energy Services Company (ESCO). Monitor progress toward targets and reduce emissions. Monitor and evaluate energy and water utilisation, expenditure savings, and carbon footprint reporting. Conduct engagement with departmental management.
<u>ENQUIRIES</u>	:	Dr A Kharwa tel. no. (021) 918-1635
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 September 2023

<u>POST 31/205</u>	:	<u>REGISTERED COUNSELLOR</u> Overberg District
<u>SALARY</u>	:	Grade 1: R645 129 per annum Grade 2: R734 811 per annum Grade 3: R829 668 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Cape Agulhas Sub-district Office Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Counsellor. Registration with a professional council: Registration with the HPCSA as a Counsellor. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Inherent requirements of the job: Valid driver's licence. Willingness to travel in the sub-district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e, MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention, identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
<u>DUTIES</u>	:	(key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskilling of mental health workers and other stakeholders as indicated. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Liedeman-Prosch, tel. no. (028) 514-8400 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/206</u>	:	<u>MEDICAL PHYSICIST GRADE 1 TO 3 (5/8TH)</u>
<u>SALARY</u>	:	Grade 1: R459 258 (5/8th) per annum Grade 2: R518 544 (5/8th) per annum Grade 3: R591 537 (5/8th) per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Inherent requirement of the job: Ability to communicate in two of the three official languages of the Western Cape, of which one must be English. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years of appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years of appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills). Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic radiology and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem-solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	(key result areas/outputs): Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.
<u>ENQUIRIES</u>	:	Ms N Joubert, tel. no. (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/207</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER</u> Directorate: Assurance
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in health and safety management or related field. Experience: Appropriate experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Occupational Health and Safety, Quality Assurance Component and Directorate Assurances. Client and task orientated. A sound knowledge of Occupational Health & Safety Act 85 of 1993 and relevant regulations. A sound knowledge of Compensation for Occupational Injuries and Disease Act 130 of 1993. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, Power Point and E-mail.
<u>DUTIES</u>	:	(key result areas/outputs): Promotion of a safe health care environment through monitoring and management of the occupational health and safety risks within the district. Workplace Health Risk Assessments (HRA) Hazard chemical agents' inventory, Monitoring, and evaluation. Oversee district and facilities compliance with relevant occupational health and safety

requirements, legislation, codes of practice, standards, and norms. Establish and co-ordinate the activities of the local Health and Safety Committees. Ensure compliance with legally required appointments in terms of the OHS Act. Education and training within areas of control. Develop staff literacy and expertise on Occupational Health and Safety principles, practices and guidelines within the district and the facilities. Health and safety promotion. Ensuring effective administration of the occupational health and safety activities. Continuous Professional Development. Maintain scientific, regulatory, and business knowledge appropriate to the profession.

ENQUIRIES : Dr Z Vundle, tel. no. (082) 862-4331
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 September 2023

POST 31/208 : **RADIOGRAPHER (ULTRASOUND) GRADE 1 TO 3 (SONOGRAPHER)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R444 714 per annum
 Grade 2: R520 785 per annum
 Grade 3: R612 642 per annum

CENTRE : Gugulethu Community Health Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound/ Radiographer. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform after-hours and weekend duties. A valid driver's licence (Code B/EB). Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : (key result areas/outputs): Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Gugulethu CHC/ MOU). General care of patients as part of a multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service. appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD-program, as a learner as well as In-service training.

ENQUIRIES : Sr T Kami, tel. no (021) 699-8624, email: Tandiswa.Kami@westerncape.gov.za

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

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

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

- CLOSING DATE** : 22 September 2023
- POST 31/209** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 3 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R 528 696 (PN-B2) per annum
- CENTRE** : Primary Health Care Clinics, Mossel Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources under supervision.
- ENQUIRIES** : Ms A Lamprecht, tel no. (044) 604-6106
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 22 September 2023
- POST 31/210** : **ASSISTANT DIRECTOR: FINANCIAL MANAGER (PATIENT FEES AND ADMINISTRATION)**
- SALARY** : R424 104 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Public Management or Public Administration or Finance related e.g. Economics/Accounting. Experience: Appropriate experience in Patient Fees and Admin with appropriate experience in a supervisory capacity. Inherent requirement of the job: Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Problem solving and lateral thinking. Good communication, training, presentation, interpersonal relationships, leadership and conflict

- resolution skills. Advanced computer proficiency with extensive knowledge source systems such as AR BILLING, CLINICOM, BAS, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Patient Fees and Admin.
- DUTIES** : (key result areas/outputs): Provide effective and efficient leadership and support to Patient Fees and Administration sections within the finance component. Monitor revenue collection to ensure collection targets are met. Ensure efficient and accurate billing of patients including correct classification of patients. Monitor debtors accounts and manage debt collection processors including medical aid patients. Assist with Auditor General audit process and implement interventions to mitigate findings.
- ENQUIRIES** : Ms A Bezuidenhout, tel. no. (021) 404-3249
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 22 September 2023
- POST 31/211** : **ASSISTANT DIRECTOR: FINANCE (PATIENT ADMINISTRATION, REVENUE, MEDICAL RECORDS AND INFORMATION MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : R424 104 per annum
- CENTRE** : Helderberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Patient Administration, Revenue, Medical Records. Appropriate experience in Information Management and People Management. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge of medical records, revenue, information systems (HIS/Clinicom UPFS, Sinjani, BAS), as well as ICD10 coding. Ability to compile, interpret, analyse reports and knowledge of Public Financial Management Act. Management, supervisory and leadership skills, interpersonal relations and computer literacy (MS Word, Excel and PowerPoint). Ability to communicate in at least two of the three official languages of the Western Cape (written & verbal).
- DUTIES** : (key result areas/outputs): Overall management of Reception, Admissions, Medical Records, Revenue, and Information Management sections. Budget, cash and debt management. Monitor, control, analyse interpret and report monthly statistics of departments. Maintain financial and patient information systems. People Management functions within the sections.
- ENQUIRIES** : Ms S Leo, tel. no. (021) 850-4704
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 22 September 2023
- POST 31/212** : **OFFICE MANAGER: CHIEF DIRECTOR: STRATEGY**
Chief Directorate: Strategy
- SALARY** : R424 104 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree (or equivalent). Experience: Appropriate experience in rendering administrative or executive support services to senior management. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Advanced computer skills. Ability to work under pressure and to meet deadlines. Ability to work independently but collaboratively with various stakeholders within and outside the Chief Directorate. Excellent written and communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Manage the office of the Chief Director. Render administrative support and secretariat services to the Chief Director's office. Project manages key deliverables of the Chief Director's office including follow up on progress of tasks allocated to the Chief Directorate's managers. Compile administrative reports from the Chief Director's office. Manage the budget and assets allocated to the Office of the Chief Director. Keep abreast of relevant

		prescripts/policies and procedures applicable to effectively support the Chief Director.
<u>ENQUIRIES</u>	:	Ms N Nkosi, tel.no. (021) 483-6833
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/213</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETICS)</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Inherent requirements of the job: Valid driver's licence (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Do standby duties and handle after-hour calls. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Active interest in life support equipment in a hospital environment. Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Ability to manage, plan and organize maintenance schedules. Good interpersonal relations. Possess accurate technical ability and insight in order to solve problems. Possess accurate technical ability and insight in order to solve problems. Computer literacy. Understand the functions of Clinical engineering. (key result areas/outputs): Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
<u>DUTIES</u>	:	(key result areas/outputs): Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES</u>	:	Mr JD du Preez or Ms M Rossouw, tel. no. (021) 938-4634
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a competency test on the day of the interview. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/214</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (WARDS)</u> Overberg District
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health environment with experience with HECTIS and CLINICOM System. Inherent requirements of the job: Willingness to work overtime when required. Must be willing to work, day and nightshift, weekends, and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of HECTIS and Clinicom. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	(key result areas/outputs): Patient administration including admission and discharge of patients and liaise with all clients and ensure follow-up appointments on Clinicom system. Update patient information on systems. Record and collect patient statistics, daily, weekly, and monthly. Clinicom and

		other PGWC system computer duties, including folder and x-ray control. Maintain patient confidentiality on information.
<u>ENQUIRIES</u>	:	Ms M Rust, tel. no. (028) 514-8400
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/215</u>	:	<u>SECURITY OFFICER</u>
<u>SALARY</u>	:	R147 036 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: appropriate experience as a security officer in a health facility. inherent requirements of the job: must have a valid driver's licence. must be physically fit. proficiency in English (both written and verbal) as well as one of the two official languages of the western cape. willingness to work shifts, change shifts when required and be available on a 24-hour basis. competencies (knowledge/skills): knowledge of security related prescripts, regulations, and procedures. good interpersonal and communication skills. ability to work in a team, independently and to work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure access/egress and controlling of all hospital keys. Patrolling of buildings, parking areas and perimeter fencing. Supervise outsourced security officers. Control of parking areas and removing illegal parkers. Taking and writing statements, reports and giving evidence in Court or disciplinary inquiries. Investigation of crimes, incidents, and security breaches.
<u>ENQUIRIES</u>	:	Mr S Ndzuzo, tel. no. (021) 404-3111
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/216</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirements of the job: Valid code (B) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure an efficient and effective transport service for Lentegeur Hospital. Ensure routine Maintenance of GG vehicles. Ensure an effective daily Transport Administration and support to Supervisor. Ensure vehicles are kept clean and tidy. Ensure correct collection and delivery of blood and specimens.
<u>ENQUIRIES</u>	:	Ms A Brandt, tel.no. (021) 830-2704
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 September 2023
<u>POST 31/217</u>	:	<u>HOUSEHOLD AID (13 POSTS)</u>
<u>SALARY</u>	:	R125 373 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in cleaning in a healthcare or hygiene environment. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts, weekends, public holidays and night duty. Physically able to move freely between various areas of the hospital. Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Relieve in other departments, when necessary.
- DUTIES** : (key result areas/outputs): Responsible for cleaning duties (i.e., sweeping, dusting, emptying bins -daily, mopping, scrubbing, polishing, cleaning windows, deep cleaning of toilets, general refuse as well as medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled linen, dirty linen, clean linen, counting of linen, packing linen room, etc). Food hostess duties (to collect and service meals to patients with the assistance of a Nurse).
- ENQUIRIES** : Mr JJ Roberts, tel. no. (021) 938-4121
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Candidates may be subjected to a practical/ competency assessment test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 22 September 2023

**DEPARTMENT OF INFRASTRUCTURE
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 18 September 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. 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 31/218** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE), REF NO. DOI 15/2023 R1**
- SALARY** : Grade A: R795 147 - R847 221 per annum
Grade B: R894 042 - R962 292 per annum
Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate Engineering Degree (B Eng/BSc (Eng)) or relevant qualification in Civil/Structural engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for professional registration as a Professional Engineer (Shortlisted candidates will be requested to submit proof of payment and letter of acknowledgment from ECSA) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment); A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement,

		networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.
<u>DUTIES</u>	:	Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Ms M Greeff at Mercia.Greeff@westerncape.gov.za
<u>APPLICATIONS</u>	:	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
<u>POST 31/219</u>	:	<u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL) MECHANICAL: EDUCATION INFRASTRUCTURE, REF NO. DOI 89/2023</u>
<u>SALARY</u>	:	Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	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 Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.
<u>DUTIES</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>ENQUIRIES</u>	:	Ms R Kok at Tel No: (021)-483 3056

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

POST 31/220 : **PROPERTY MANAGER: PROPERTY MANAGEMENT REGION 1, REF NO. DOI 80/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (level 9)
: Department of Infrastructure, Western Cape Government
: 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: Property management related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management and Labour relations processes; Financial management. Skills needed: Computer literacy (MS Office and MDA); Written and verbal communication; Problem solving; Sound budgeting; Facilitation and Presentation skills.

DUTIES : Facilitate and supervise the maintenance of a complete record of acquisitions and disposals and maintain an updated lease management system in respect of all immovable assets within the portfolio; Assist in the negotiations with prospective/existing landlords in respect of new leases, renewals and cancellations and the optimal utilisation of leases-in space; Assist with the implementation of disposal strategies for superfluous provincially immovable assets, demolitions and real rights; Execute and supervise interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Supervise property rates and municipal utilities payment processes; Supervise all debtor management and creditor control functions; Management of the human resources of the sub-directorate; Assist with the budgetary inputs and ensure the recovery and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Mr E Arendse at Tel No: (021) 483 3800

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

POST 31/221 : **ASSISTANT DIRECTOR: LOGISTICS, REF NO. DOI 91/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (level 9)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting, Supply Chain Management, Commerce or related field; A minimum of 3 years supervisory level experience in Finance, Supply Chain Management, Accounting, Auditing or similar environment. Competencies: Knowledge of the following: Accounting; Public Finance Management Act; Logistic Information System (LOGIS); Asset Management; Proven computer literacy (MS Excel); Written and verbal communication skills.

DUTIES : Implement a Logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative; Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements, including, ordering, receiving and distribution of goods, management of inventory, warehousing and accounts payable system; Implement an approved and appropriate disposal plan developed and implemented in accordance with departmental policies and procedures and compliant with application legislative requirements including the identification of redundant, obsolete and unserviceable goods, disposal of goods in accordance with the disposal plan, accurate recording of the disposals and appropriate reporting; Effectively utilise LOGIS for provisioning, stock control and reporting in compliance with user and legislative requirements; Effectively utilise Vulindlela as a management information system to monitor and report on revenue; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals.

ENQUIRIES : Mr C Matthyse at Tel No: (021) 483 4363

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/222** : **STATE ACCOUNTANT: BUDGET REVENUE AND EXPENDITURE REF NO. DOI 85/2023 (3 POSTS AVAILABLE),**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (level 8)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree/ equivalent or higher); A minimum of 1-year relevant experience in management accounting. Competencies: Knowledge of the following: Business and organisational structure of the department; Applicable legislative and regulatory requirements, policies and standards; Management Accounting/Financial accounting field, Database management and administration; 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** : Monitor revenue and expenditure; Assist with monthly, quarterly, and annual reporting – IYM, conditional grants, earmarked funds, annual report, IRM; Assist in adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager and programme manager; Assist in annual budget process.
- ENQUIRIES APPLICATIONS** : Ms R Davids at Tel No: (021) 483 4505
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/223** : **SENIOR STATE ACCOUNTANT: DEBTS, REF NO. DOI 88/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (level 8).
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B- Degree or equivalent qualification) in Financial Accounting or related; A minimum of 1-year supervisory experience in a Financial Accounting/Management environment; A valid code B (or higher) driving licence. Recommendation: Proven computer literacy (Ms Excel). Competencies: Knowledge of the following: Revenue and Debt Management; PFMA and applicable legislation. Skills in the following: Communication (verbal and written) skills in the following: High level of computer literacy (MS Office), especially high level of excel capability and managing databases in excel; Ability to work in a team, Ability to work under pressure; change management; supervisory; time management, planning and organising and analytical and problem solving.
- DUTIES** : Revenue and Receivables Management: Manage the development and maintenance of Policies and Standard Operating Procedures; relevant accounting system; collection of fees; receipting system; reconciliations; preparation of bad debt write-off and monitoring and analysis of debtors. Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; gathering of applicable revenue information to be included in the statement of performance with notes in the Financial Statements; preparation of debtor status reports; preparation of exposure to non-recoverable debt reports. Analyse System reports: Access and interpret financial reports. Operational management of the Sub-component: Human Resource Management; Service delivery management; Financial Resource Management; Information management; Performance management; Compliance management.
- ENQUIRIES APPLICATIONS** : Ms R Davids at Tel No: (021) 483 4505
: 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>

<u>POST 31/224</u>	:	<u>SURVEY TECHNICIAN PRODUCTION: SURVEY AND MAPPING, REF NO. DOI 77/2023</u>
<u>SALARY</u>	:	Grade A: R353 013 - R376 806 per annum Grade B: R398 865 - R428 619 per annum Grade C: R451 587 - R531 117 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Surveying, Cartography or relevant qualification; Minimum of 3 years post qualification technical experience; Compulsory registration with SAGC as a Survey Technician or Surveyor; A valid (code B) driving license. Competencies: Knowledge of the following: Spatial perception and technical; Mapping (Computer –aided and manual). skills needed: Planning and organizing, Communication (Written and verbal); People management, Strategic capability and leadership, technical report writing, Sound engineering and professional judgement; Must be thorough and self-motivated.
<u>DUTIES</u>	:	Responsible for the following: Information and plans in digital and hard copy formats for topographical survey mapping; Preparation of topographical survey drawing, using Microstation, CAD, uSmart and Civil Designer; Designer; Quality control of outsourced cadastral compilation and calculations to ensure compliance with prescribed TMH11 standards; Quality control of outsourced expropriation plans and sketches to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sector relating to cadastral and expropriation data.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Hendrickse at Tel No: (021) 483 3107 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
<u>POST 32/225</u>	:	<u>PERSONAL ASSISTANT: FINANCE, REF NO. DOI 78/2023</u>
<u>SALARY</u>	:	R294 321 per annum (level 7)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Skills in the following: Computer literacy; Communication (written and verbal); Sound organising; Good telephonic etiquette; High level of reliability; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivated.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Andrews at Tel No: (021) 483 5180 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
<u>POST 31/226</u>	:	<u>REGIONAL FOREMAN: ROUTINE MAINTENANCE, CONSTRUCTION AND SPECIALISED MAINTENANCE -REGION 2 REF NO. DOI 86/2023</u>
<u>SALARY</u>	:	R294 321 per annum (level 7)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government Oudtshoorn (1 Post) Ladismith (1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience; A valid code B (or higher) driving licence with PDP. Recommendation: Experience in the following: Maintenance and management of multiple teams on road construction and/or maintenance projects; Civil construction activities; Operating minor construction machines; Willingness to

travel as required. A valid Code EC driving licence is recommended. Competencies: Knowledge of the following: Standards and procedures; Administrative processes; Health and Safety; Disciplinary measures and Legislation. Skills needed: Supervisory; Planning and problem solving; Communication (verbal and written); Conflict and diversity management; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Logical thinking. Ability to interpret and give instructions.

DUTIES : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that deadlines are met, and safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

ENQUIRIES APPLICATIONS : Mr M Stegmann at Tel No: (044) 272 6071
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/227 : **PORTFOLIO OFFICER: PROPERTY MANAGEMENT (REGION 1), REF NO. DOI 79/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (level 7)
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1-year property related experience. Competencies: Knowledge of the following: Applicable policies and procedures; Management principles; Public Service procedures; Human Resource Management processes; Labour relations; Financial management. Skills needed: Written and verbal communication; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES : Maintain a complete record of the following: Valid leases and update the lease management system in respect of all immovable assets within the leasing-in portfolio; Assist and prepare documentation for the negotiations with prospective and existing landlords in respect of new leases, renewals and cancellations; Assist in the compilation of reports and draft submissions for approval to the delegated authority in terms of disposal of superfluous provincially immovable assets; Execute interventions in line with the maintenance strategy relevant to the portfolio to ensure best value for money; Execute administrative requirements in terms of requests for real rights, to the best interest of the state; Provide administrative assistance in terms of the demolition of immovable assets within the portfolio; Effect property rates and municipal utilities payments; Perform debt management and credit control functions; Financial and supply chain management.

ENQUIRIES APPLICATIONS : Mr E. Arendse at Tel No: (021) 483 3800
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/228 : **LOGISTICS OFFICER: LOGISTICS, REF NO. DOI 90/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (level 7)
 : Department of Infrastructure, Western Cape Government
 : Grade 12 (equivalent or higher qualification); A minimum of 6 years relevant experience in Finance, supply chain management, accounting, auditing or related. Recommendation: Accounting experience and working knowledge of Standard Chart of Accounts (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; Standard Chart of Accounts (SCOA); Public Finance Management Act (PFMA); Logistical Information System (LOGIS); Asset Management; Proven computer literacy; Communication skills (written and verbal); Planning and organising; Managing interpersonal conflict and resolving problems; Decision making.

- DUTIES** : Utilise the Logistics management system for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative requirements; Utilize Logics effectively for provisioning, stock control and reporting in compliance with user and legislative requirements; 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; Conduct performance reviews of team members (including development plans).
- ENQUIRIES APPLICATIONS** : Mr C Matthyse at Tel No: (021) 483 4363
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/229** : **ARTISAN (PRODUCTION LEVEL): MECHANICAL WORKSHOP (WELDER) - 2 POSTS AVAILABLE, REF NO. DOI 21/2023 R1**
- SALARY** : Grade A: R220 533 - R244 737 per annum
Grade B: R258 753 - R285 396 per annum
Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Welder); A valid (Code B or higher) driving license. Recommendation: A valid PDP; Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); 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 at Tel No: (021) 959 7700
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 31/230** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (RADIOTRICIAN)- BELLVILLE, REF NO. DOI 59/2023**
- SALARY** : Grade A: R220 533 - R244 737 per annum
Grade B: R258 753 - R285 396 per annum
Grade C: R299 361 - R368 070 per annum (Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Radiotrician); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of radio systems. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing, Team leadership; Problem solving and analysis; The following skills: Decision making; Teamwork; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognize standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Ms van Wyngaardt at Tel No: (021) 959 7700

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>

**DEPARTMENT OF LOCAL GOVERNMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. 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 31/231 : **PERSONAL ASSISTANT: PUBLIC PARTICIPATION, REF NO. LG 34/2023**

SALARY : R294 321 per annum (level 7)
CENTRE : Department of Local Government, 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: Willing to travel; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Skills in the following: Computer literacy; Communication (written and verbal); Good telephonic etiquette; People skills; Ability to act with tact and discretion; Ability to do research and analyse documents and situations.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms J Stephens at Tel No: (021) 483 0603
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/232 : **COMMUNITY DEVELOPMENT WORKER (STELLENBOSCH), REF NO. LG 33/2023**

SALARY : R241 485 per annum (level 6)
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 at Tel No: (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/233 : **COMMUNITY DEVELOPMENT WORKER (MACASSAR), REF NO. LG 40/2023**

SALARY : R241 485 per annum (level 6)
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 at Tel No: (021) 483 3039
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>

**MOBILITY DEPARTMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. 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 31/234 : **ADMINISTRATIVE OFFICER: TRAFFIC OFFENCE COORDINATOR OPERATIONAL RISK ASSESSMENT (MAITLAND), REF NO. MD 20/2023**

SALARY : R294 321 per annum (Level 7)
CENTRE : Mobility Department, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in managing traffic offences; 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: GMT circulars, policies and business processes, National GMT Handbook, GMT Driver manual, GMT TCO Handbook, Road Traffic Act, AARTO Act, disciplinary and grievance procedures, GMT Fleet Management system, GoFin, eNatis, Outlook and Traffic Offence websites such as PayCity, TMT, AARTO, PayMyFines; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Negotiation and conflict resolution.
- DUTIES** : As the GMT Fleet Proxy, coordinate the processing of traffic offence notifications received from municipalities, RTIA, TMT and other traffic offence management institutions, on GMT's Fleet Management system (for redirection to the responsible driver name); Liaise with client institutions to obtain outstanding driver details; Monitor the GMT Fleet Management system daily for newly captured or uploaded driver details and initiate the electronic forwarding thereof to TMT, RTIA and other traffic offence management institutions; Manage "SMS" notifications forwarded to the GMT Fleet proxy, and respond to TMT, municipalities and other traffic offence management institutions on the status thereof until resolved; Processing summonses issued in the name of GMT's Proxy for outstanding traffic offences and attend traffic courts; (across the province) as and when required as the GMT Fleet Proxy; Processing AARTO traffic offence notices on the GMT Fleet Management system; Monitor and resolve any admin mark on Natis in relation to fleet related traffic fines; Analyse traffic offence reports, report on trends and draft policies and circulars.
- ENQUIRIES** : Mrs C Jacobs at Tel No: (021) 467 4731
- 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>

**DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 18 September 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. 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 31/235** : **DIRECTOR: CRIME PREVENTION CENTRE, REF NO. POCS 09/2023**
- SALARY CENTRE** : R1 162 200 per annum (level13) (All-inclusive salary package)
: Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle management experience on a strategic level in a public/ security/ safety environment or related; A valid driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. recommendation: experience in a crime prevention environment. competencies: knowledge of the following: proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of: Information systems, programmes and project management, procurement and tendering processes, policy development, strategy management, monitoring and review processes, modern systems of governance and administration, public service procedures and systems, and global, regional and local affairs impacting the Provincial Government of the Western Cape; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Influencing and negotiation skills; Critical thinking and reasoning skills; Planning and Organising skills.
- DUTIES** : Provide strategic management, guidance and advice; Drive the strategic planning process for the directorate; Coordinate crime prevention programmes; Render a project support service for the coordination of the Integration Crime and Violence Prevention Strategy (ICVPS) Framework; Manage the process of safety training and development to community structures; change management; people management and empowerment; oversee the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the directorate; performance management of employees; promote sound labour relations within the directorate; active participation in financial management of the directorate and participation in the budgeting process; assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the directorate; assume direct accountability for ensuring contracts are managed effectively and efficiently for the directorate; assume overall accountability for the management, maintenance and safekeeping of the directorate's assets; assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.
- ENQUIRIES APPLICATIONS** : Mr D Coetzee at Tel No: (021) 483 3960
: 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 POST

- CLOSING DATE** : 18 September 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 31/236 : **ASSISTANT DIRECTOR: SYSTEMS AND ADMINISTRATION, REF NO. POCS 28/2022 R1**

SALARY : R424 104 per annum (level 9).
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience. Competencies: Knowledge of the following: Administrative management; Financial management; Public service Policies, regulations, and procedures; Human resource management. Skills needed: Computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Data Analysis; Electronic Access Control Systems; Communication (Written and verbal).

DUTIES : Ensure that sub-directorate methodologies and processes are implemented correctly through optimal functioning of the electronic access control system and electronic surveillance equipment; Coordinate and influence continuous development, implementation and service delivery improvement of the Strategic Sourcing Strategy to influence the transversal Electronic Access Control and CCTV sourcing environment of the WCG Quality Assurance; Provide effective system support and training; People Management.

ENQUIRIES : Mr. D Samuels at (021) 483-5861
APPLICATIONS : Kindly note that this is a re-advertisement, applicants who previously applied must re-apply. 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>

**DEPARTMENT OF THE PREMIER
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. 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 employment 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 31/237 : **ASSISTANT DIRECTOR: TALENT SOURCING, REF NO. DOTP 66/2023**

SALARY : R424 104 per annum (level 9)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a BDegree in Industrial Psychology with a minimum of 3-years' experience in a Recruitment and Selection environment on a administrator/recruiter level. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising Senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyze information; Ability to work under pressure and meet deadlines.

DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, selection processes, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.

ENQUIRIES APPLICATIONS : Mr F Gerber at Tel No: (021) 483 6028
: 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>

**DEPARTMENT OF SOCIAL DEVELOPMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 18 September 2023
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. 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 31/238 : **SOCIAL WORK MANAGER: REGIONAL OFFICE (STELLENBOSCH/PAARL/WORCESTER), REF NO. DSD 109/2023**

SALARY : Grade 1: R878 778 – R986 535 per annum
Grade 2: R1 045 374 – R1 208 637 per annum (as prescribed by OSD).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as social worker with the SACSSP. recommendation: a valid driving licence. NB: people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. competencies: knowledge of the following: analytic, diagnostic, assessment tools, evaluation methods and processes (social work); personnel management; supervision framework for social work profession; social welfare and community development legislation related to children; social welfare and community development theory and interventions; information and knowledge management; protocol and professional ethics; the following skills: organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

DUTIES : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the

development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

ENQUIRIES : Ms A van Reenen at Tel No: (021) 483 0567
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/239 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (SWARTLAND), REF NO. DSD 104/2023**

SALARY : R432 348 - R500 715 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms A van Reenen at Tel No: (021) 483 0567
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/240 : **ASSISTANT DIRECTOR (MONITORING): SUBSTANCE ABUSE, REF NO. DSD 100/2023**

SALARY : R424 104 per annum (level 9)
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 supervisory level experience. Competencies: Knowledge of the following: Public administration; Applicable legislative and regulatory requirements, policies and standards; Norms and standards; Project management; Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Relationship management; Skills needed: Written and

<u>DUTIES</u>	:	verbal communication; Team membership; Managing interpersonal conflict and resolving problems; Planning and organising; Applying technology.
	:	Develop monitoring and review systems; Oversee financial and governance assessment for existing and new NPOs; Oversee the monitoring and review of services rendered by the NPO; Human resource management; Manage information by applying tools and technologies to inform decision-making in government operations produce reports, enhance service delivery, support transparency, support integration/collaboration across departments government spheres; Verify and oversee the collation of the non-financial data process.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Isaacs at Tel No: (021) 483 8442
	:	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
<u>POST 31/241</u>	:	<u>CUSTOMER CARE OFFICER: CAPE WINELANDS/OVERBERG (WORCESTER), REF NO. DSD 106/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (level 8)
	:	Department of Social Development, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience. Recommendation: Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or Debriefing; Experience in HR, Financial administration or Social Welfare. Competencies: Knowledge of the following: Client care and information management; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Electronic information content; Relevant policies and acts; Management; Human Resources and Financial and Administration; Sound organising and planning skills; Coordination skills; Research skills; Proven computer literacy; Communication (verbal and written) skills.
<u>DUTIES</u>	:	Provide mechanisms and procedures for dealing with customer complaints; Develop a customer care implementation plan for the region in line with the Department implementation framework; Ensuring information is relevant and up to date with the current changes /affairs and issues within the department; Provide guidance and support to all regional personnel regarding customer care; Ensure that customer care policy and procedures are implemented within the region; Ensure optimal customer relations management; Customer Care reporting; Support client liaison personnel in service delivery team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Swartz at Tel No: (023) 348 5300
	:	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
<u>POST 31/242</u>	:	<u>SOCIAL WORKER: SOCIAL RELIEF, REF NO. DSD 108/2023</u>
<u>SALARY</u>	:	Grade 1: R294 411 – R338 712 per annum Grade 2: R359 520 – R410 289 per annum Grade 3: R432 348 – R500 715 per annum Grade 4: R530 010 – R647 325 per annum (OSD as prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision

framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves

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

ENQUIRIES APPLICATIONS : Mr L Arnolds at Tel No: (021) 483 6657
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/243 : **COMMUNITY DEVELOPMENT PRACTITIONER (2 POSTS AVAILABLE), REF. NO. DSD 101/2023**

SALARY : Grade 1: R251 283 - R288 726 per annum
Grade 2: R302 757 - R349 560 per annum
Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/BDegree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/BDegree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: NPO sector which includes codes of governance, various NPO legislation, NPO legal structures and NPO sustainability models. Good understanding of NPO registration, compliance and de-registration processes; The understanding of social dynamics of communities; basic Financial Management; Skills needed: Community development work, attitudes and values of communities; Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research.

DUTIES : Identify and facilitate the implementation of NPO capacity building interventions in partnership with the community and other relevant stakeholders; Liaise and coordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support NPOs with registration and compliance in terms of the NPO Act.; Keep up to date with new developments in the community development field to enhance service delivery. Provide front desk support to citizens and organisations; Facilitate community mobilisation initiatives.

ENQUIRIES APPLICATIONS : Mr AR Rykief at Tel No: (021) 483 9939
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/244 : **COMMUNITY DEVELOPMENT PRACTITIONER REF. NO. DSD 107/2023 (2 POSTS AVAILABLE)**

SALARY : Grade 1: R251 283 - R288 726 per annum
Grade 2: R302 757 - R349 560 per annum
Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed).

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES APPLICATIONS : Mr L Arnolds at Tel No: (021) 483 6657
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/245 : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE (BPM), REF NO. DSD 102/2023**

SALARY : R202 233 per annum (level 5)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Recommendation: Customer care experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.

DUTIES : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES APPLICATIONS : Mr C van Sittert at Tel No: (021) 483 9142
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/246 : **REGISTRY CLERK: LOGISTICAL SERVICES (BERGRIVER-PIKETBERG), REF NO. DSD 103/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.

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

ENQUIRIES APPLICATIONS : Ms D Smith at Tel No: (022) 713 2272
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 31/247 : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO. DSD 105/2023 (4 POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG REGION).**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.

DUTIES : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES APPLICATIONS : Ms V Swartz at Tel No: (023) 348 5300
: 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>