

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

- 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>
- CLOSING DATE** : 09 October 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 34/283** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES) - GEORGE REF NO: AGR 59/2022 R1**

- SALARY** : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042- R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
Civil Engineering Degree (B Eng/ BSC (Eng)); A minimum of 3 years post qualification engineering experience in water and irrigation is required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

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

- ENQUIRIES** : Mr P Keuck Tel No: (021) 808 5340

- POST 34/284** : **DEPUTY DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 49/202 3(X3 POSTS)**

- SALARY** : R811 560 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Agriculture; A minimum of 3 years management level experience in the agricultural sector; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate post graduate qualification. Competencies: Knowledge of the following: Extension methodology, project planning and management; Agricultural producer support (smallholder and commercial agricultural sector support systems); Food

security system support; Management processes; Labour relations legislation and regulations; Performance management; Public Finance Management Act (PFMA); National and Provincial Treasury Regulations and other financial policies; Skills needed: Written and verbal communication; Project management; Financial and budget management; Supervisory and personnel management; People management; Organising and networking; Ability to work under pressure.

DUTIES : Manage agricultural producer support and development services towards the achievement of the programme objectives; Manage, lead and coordinate the district activities; Maintain and manage internal and external collaboration with stakeholders; Financial, administration and people management.

ENQUIRIES : Mr J Aries Tel No: (021) 808 5103

POST 34/285 : **AGRICULTURAL ADVISOR: GARDEN ROUTE (RIVERSDALE) REF NO: AGR 63/2022 R1**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body; A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

ENQUIRIES : Mr C Lamberts Tel No: (044) 803 3757

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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CLOSING DATE : 09 October 2023

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OTHER POST

- POST 34/286** : **LIBRARIAN: VAN RHYNSDORP REGION REF NO: CAS 39/2023**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant library experience. Competencies: Knowledge of the following: Library and information science; Prescripts and legislation; Procedures and processes; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Decision making; Asset and staff management; Conflict management; Supervising and leading; Writing and reporting; Planning and organising; Working and liaise with people; Relating and networking.
- DUTIES** : Collection development; Provide professional advice and support to public libraries; Oversee the implementation of LIMS; Market and promote library service; Perform administrative and supervisory functions.
- ENQUIRIES** : Mr S Booysen Tel No: (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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OTHER POST

- POST 34/287** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 24/2023**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: An appropriate tertiary qualification or in the process of completion in Accounting/Financial Management as a subject; Relevant experience/exposure working in a financial accounting environment. Competencies: A good understanding of the following: Financial background (Public Sector Finance recommended); Accounting principles; Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Basic Accounting System (BAS and Personnel and Salary Administration (PERSAL) Skills in the following: Written and verbal communication; Numeracy and literacy; Proven computer literacy; Problem-solving, analytical and people management skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and part of a team.
- DUTIES** : Capturing of payments on BAS; Registration and maintenance of Entities on BAS; Handling of State money / verification of receipts and deposits; Clearing of accounts; Handling of Petty Cash; Handling of Batch Control.
- ENQUIRIES** : Mr N Kagee Tel No: (021) 483 0160

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- 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>
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- 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 POST

- POST 34/288** : **ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES REF NO: EADP 02/2023 R1**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : 4-year LLB Degree (equivalent or higher qualification) in Law; A minimum of 3 years litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Knowledge and understanding of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills; Computer literacy (MS Office); Ability to work independently and as part of a team.
- DUTIES** : Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support to officials in the Department; Comments on national and provincial draft legislation; Assistance with formulating requests for legal opinions.
- ENQUIRIES** : Ms T Faber Tel No: (021) 483 8332

DEPARTMENT OF HEALTH AND WELLNESS

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

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

OTHER POSTS

- POST 34/289** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC SURGERY AND PAEDIATRIC TRAUMA)**
- 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) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. **Grade 2:** A minimum of 5 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Paediatric Surgery. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Paediatric Surgery. Inherent requirement of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to lead and manage a busy paediatric trauma unit and provide specialist oversight to polytrauma cases both inpatients and trauma unit in the emergency centre. The ability to work in a busy tertiary care-providing specialist paediatric surgery centre as a paediatric surgeon responsible for delivering hepatobiliary surgery including transplant and oncology. Involvement in all other aspects of Paediatric surgery will also be required. Experience in burns and trauma care of paediatric surgical cases. Ability to supervise registrars and medical officers in acquiring surgical emergency management and operative experience. Evidence of ability to perform research; strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills. Computer literacy and the ability to develop and work with databases. Ability to work in a team. Experience in the management of paediatric trauma, paediatric burns, and all aspects of general paediatric surgery.

DUTIES : To provide full time leadership and oversight of the day to day running of the Trauma Unit Assessment, investigation, and management of patients referred to the Red Cross War Memorial Children’s Hospital Trauma Unit, serving children from the Western Cape and beyond. To provide a General Paediatric Surgery service as required by the Division of Paediatric Surgery, specifically but not limited to hepatobiliary surgery, and including paediatric burns. After-hours cover as appropriate to level of experience Ensuring, as part of a team, continuous improvements in the quality, efficiency, and outcome of management of children with paediatric trauma. Active participation in all the academic activities of the department, research, and teaching. Training of under- and post-graduate students and other health personnel.

ENQUIRIES : sharon.cox@uct.ac.za
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. This position requires at least 2 years of post-paediatric surgery fellowship examination experience working as a junior consultant or in a fellowship position. Hepatobiliary experience and/or hepatobiliary fellowship with both transplant and complex hepatobiliary patient management will be an advantage. The ability to perform other complex paediatric surgical cases will be an advantage. An operative logbook will need to be submitted with the application and will be used for shortlisting. 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).

CLOSING DATE : 13 October 2023

POST 34/290 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC SURGERY)**

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) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

<u>CENTRE REQUIREMENTS</u>	: Red Cross War Memorial Children's Hospital, Rondebosch : Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). Competencies (knowledge/skills): The ability to work in a busy tertiary care providing specialist paediatric surgery centre as a paediatric surgeon responsible for delivering upper GIT surgery including but not limited to minimally invasive surgery. Involvement in all other aspects of Paediatric surgery will also be required. Experience in burns and trauma care of paediatric surgical cases. Ability to supervise registrars and medical officers in acquiring paediatric surgical, burns and trauma management competencies and operative experience. Evidence of ability to initiate research; strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills. An operative logbook of cases will need to be submitted with the application.
<u>DUTIES</u>	: To provide full time paediatric surgery specialist care, including but not limited to upper GIT conditions, minimally invasive surgery, and tertiary care paediatric surgical conditions. General Paediatric Surgery service as required by the Division of Paediatric Surgery including paediatric burns and trauma. After-hours cover as a specialist paediatric surgeon. Ensuring, as part of a team, continuous improvements in the quality, efficiency, and outcome of management of children with general paediatric surgical conditions. Active participation in all the academic activities of the department, research, and teaching. Training of under- and post-graduate students and other health personnel.
<u>ENQUIRIES APPLICATIONS</u>	: sharon.cox@uct.ac.za : 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. Please provide a detailed CV, supporting documentation, logbook, HPCSA registration, signed Z83 form (latest version). 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>	: 13 October 2023
<u>POST 34/291</u>	: <u>DEPUTY DIRECTOR: VIOLENCE PREVENTION</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	: Khayelitsha/Eastern Sub-structure : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Social Science or Public Health. Experience: Appropriate 3-year middle management experience in the public sector. Appropriate experience in programme development and implementation, stakeholder relations or community engagement. Inherent requirements of the job: Good written and communication skills in at least two of the three official languages of the Western Cape. Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy. Project management skills. Critical thinking and reasoning skills. Policy analysis and writing skills. Innovative

problem-solving skills. Networking, coalition building and stakeholder/relationship management skills. Enhanced dispute resolution and conflict management skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, working within a matrix and multi-disciplinary environment. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Knowledge and understanding of social and cultural dynamics within communities.

DUTIES : Support an integrated approach for the implementation of violence prevention interventions as part of the Community Oriented Primary Care approach. Support the establishment and maintenance of multi-sectoral teams to drive the implementation of interventions to address social determinants of health, including social cohesion interventions for violence prevention at local levels. Ensure strategy alignment with the Violence Prevention Unit, collaboration with sub-directors and the implementation of local-level interventions. Monitor and report on violence prevention interventions through the collection, documentation, assessment, analysis and interpretation of all available data sources. Drive intersectoral collaboration and community participation for identified priorities through stakeholder engagement, coordination and effective communication. Ensure the implementation of capacity building initiatives to support processes that address the social determinant of health, including violence prevention processes. Financial management including the identification of financial needs, active participation in budgeting processes, ensuring adherence to PFMA requirements, effective and efficient control of expenditure and asset management.

ENQUIRIES : Mr J Kruger Tel No: (021) 360-4622
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 : 13 October 2023

POST 34/292 : **CLINICAL PSYCHOLOGIST: GRADE 1 TO 3**
 Overberg District

SALARY : Grade 1: R790 077 per annum
 Grade 2: R918 630 per annum
 Grade 3: R1 063 611 per annum

CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the Health Professions Council of South Africa. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A Minimum of 8 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A Minimum of 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/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. Availability to work after hours when required. Competencies knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). 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-pressure environment and to work independently and in different clinical settings.
- DUTIES** : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part of the sub-district and district mental health teams.
- ENQUIRIES** : Dr RJ Liebenberg Tel No: (028) 212-1070
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates could be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"
- CLOSING DATE** : 13 October 2023
- POST 34/293** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District
- SALARY** : R683 838 (PN-B4) per annum
- CENTRE** : Grabouw CHC
- 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. Post-basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirements of the job: Valid driver's licence and willingness to travel. Good communication skills in two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector). Understanding and knowledge of the Core package of services for PHC as well as the District Health System. Experience with statistical data and financial management. Good interpersonal, people management and Project management skills. Computer literacy (MS Word, PowerPoint and Excel).
- DUTIES** : General and operational management of a Community Health Centre as well as all related services linked to the facility and implementation of the prescribed package of services. Responsible for strategic and operational planning for CHC, the implementation of operational plans as well as monitoring and evaluation. Responsible for internal and external governance including collaboration with other sectors and stakeholders. Ensure sound Financial, Supply Chain Management and People Management practices. Ensure an effective Quality Assurance and Quality Management process. Manage Health Strategy and Support through good governance in Information management, Pharmaceutical and Laboratory Services and Facility Management.
- ENQUIRIES** : Ms H Human Tel No: (028) 212-1070
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/294 : **OPERATIONAL MANAGER (SPECIALTY AREA: OBSTETRICS)**
Cape Winelands Health District

SALARY : R627 474 (PN-B3) per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatology nursing science. Registration with professional body: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, night duty, overtime, weekends and public holidays when necessary. Willingness to perform relief duties and be on standby for the hospital after hours and on weekends and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post graduate qualification in Midwifery and Neonatology. Nursing Management experience. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organizational skills.

DUTIES : Responsible for planning, managing, coordinating and maintaining optimal, specialized nursing services in an Obstetrics ward/unit with a Kangaroo mother care unit. Effective management and utilization of human and financial resources to ensure optimal operational function in the unit/s. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service management and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms RZ De Silva Tel No: (021) 808-6153
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 : 13 October 2023

POST 34/295 : **CHIEF OCCUPATIONAL THERAPIST: GRADE 1**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R520 785 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2022/2023. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Experience: A minimum of 3 years appropriate experience in Occupational Therapy after registration with the HPCSA. Competencies (knowledge/skills) Intermediate or advanced wheelchair seating training will count to your advantage. Regional hospital experience will count to your advantage. Management experience in a regional hospital will count to your advantage. Sound knowledge and understanding of occupational therapy and health service-related acts, legislation and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills. Proven skills in handling

<u>DUTIES</u>	:	acute cases in a regional hospital environment including, but not limited to paediatric, surgical, orthopaedic and psychiatric services.
	:	Clinical and managerial functions. Managing audiology, social worker, speech therapy services and relief Chief Physiotherapist during times of absence. Lead, coordinate and supervise the delivery of Occupational therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups, and families. Supervise, support, and evaluate subordinates and the development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling, and presenting statistical data and monthly reports. Quality assurance and Ideal hospital compliance.
<u>ENQUIRIES</u>	:	Dr T Koen Tel No: (044) 802-4535
<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>	:	13 October 2023
<u>POST 34/296</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Central Karoo District
<u>SALARY</u>	:	R497 193 per annum, (Plus, a non-pensionable rural allowance of 12 % of your annual basic salary is payable).
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	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). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
<u>DUTIES</u>	:	Supervise the unit and ensure proper utilisation of physical, human, and financial resources in accordance with legislation and policies. Provide management support, guidance, and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary teams and relevant stakeholders. Participate in health promotion initiatives. Participate in audits and contribute to their evaluation and improvement plans.
<u>ENQUIRIES</u>	:	Ms J Nel Tel No: (023) 414-3590
<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>	:	13 October 2023
<u>POST 34/297</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and a minimum of one

year experience after obtaining the additional qualification and registration with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. **Grade 2:** A minimum of 14 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Computer literacy skills.

DUTIES : Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention and Occupational Health and Safety within the Department including efficient and accurate documentation, statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.

ENQUIRIES : Ms LA Abrahams Tel No: (021) 816-500/ Email: Lee-Anne.Abrahams@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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "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: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.

CLOSING DATE : 13 October 2023

POST 34/298 : **PROFESSIONAL NURSE (SPECIALTY: TRAUMA AND EMERGENCY)**
Cape Winelands Health District

SALARY : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum

CENTRE : Stellenbosch Hospital, Stellenbosch 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. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends and public holidays. Ability to communicate in at least two of the

		three official languages of the Western Cape. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight into relevant legislation, procedures, policies and prescripts related to this nursing specialty. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, and conflict-resolution skills. Good organizational, decision making and problem-solving skills.
<u>DUTIES</u>	:	Render optimal holistic quality trauma and emergency nursing care as directed by the scope of practice and service standards. Assume shift leader role when necessary or as delegated by supervisor. Maintain quality standards by ensuring compliance with regulated norms, standards and Ideal Hospital Realization and Maintenance. Effective management and utilization of human and financial resources to ensure optimal operational function in the area. Collect and capture data as per data management policy. Effective and competently manage resuscitations and major incidents. Maintain ethical standards and promote professional growth and development within the Trauma and Emergency department and the hospital.
<u>ENQUIRIES</u>	:	Ms RZ De Silva Tel No: (021) 808-6153
<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 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 Professional nurse and Midwife or General nurse with Trauma and Emergency Nursing Science.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 34/299</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-5556 Email: Lee-Anne.Abrahams@westerncape.gov.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 required qualification will be appointed into

the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Sciences with the South African Nursing Council.

- CLOSING DATE** : 13 October 2023
- POST 34/300** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Central Karoo District Office
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Central Karoo District Office (stationed in Beaufort West)
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape, including English. Valid code (B/EB) drivers' licence. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that governs Occupation Health and Safety. Computer literacy skills (Microsoft office).
- DUTIES** : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Rural District. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.
- ENQUIRIES APPLICATIONS** : Ms A Jooste Tel No: (023) 414-3590
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. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated OH and S 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 to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health and Safety with the South African Nursing Council."
- CLOSING DATE** : 13 October 2023

POST 34/301 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INCREASING WELLNESS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R424 104 per annum
CENTRE : Directorate Service Priorities Coordination, Sub-directorate: Increasing Wellness

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma / Degree. Experience: Appropriate and relevant experience in public health management, programme development, project management, communications, community or primary health care services, community development, participatory approaches, stakeholder engagement, health promotion and cross-sectoral partnership. Appropriate supervisory experience. Inherent requirements of the job: Valid driver's licence code B/EB. -Willingness to travel throughout the province. -Good communication (written and verbal) in at least two of the three official languages of the Western Cape. Willingness to work overtime. Competencies (knowledge/skills): Project Management skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and integrated Health promotion programmes. Good understanding of the District Health system. Facilitation, writing, research, conceptualisation, and statistical analysing skills. Monitoring, evaluation, research, analytical and problem-solving skills. Computer literacy in Microsoft Office suite and digital platforms. Sound interpersonal, networking, negotiating and design skills. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume.

DUTIES : Manage and coordinate a high-burden and high-priority integrated health promotion programme(s) across the life course. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the development and implementation of optimal Wellness and integrated Health promotion policies, strategies, processes and guidelines in the province with respect to planning, implementation monitoring and evaluation of a provincial Wellness and integrated Health promotion programme. Produce quarterly reports and annual reviews of the integrated health promotion programme. Participate as a key member of the Service Priorities coordination team as required to give effect to a health systems response. Render a logistical, administrative, financial management, supervisory and leadership function.

ENQUIRIES : Ms K Fortune Tel No: (021) 815 8659
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 October 2023

POST 34/302 : **ASSISTANT DIRECTOR: SUPPORT SERVICES (COMMUNITY CAPACITY ENHANCEMENT TRAINING) (X2 POSTS)**
Chief Directorate: Rural Health Services
(Contract post till end March 2023)

SALARY : R424 104 per annum, (plus 37% in lieu of service benefits)

CENTRE : House McCrone Clinic, Wellington

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree in Education, Social Sciences or Public Administration with appropriate experience in Community Capacity Enhancement. Experience: Appropriate experience in facilitating community engagement training based on WCG: Community Capacity Enhancement Model. Appropriate experience in and knowledge of Violence Prevention, Whole of Government and Whole of Society Approach. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel extensively in the 5 rural districts of the Western Cape Province. Ability to work independently and within a team. Competencies (knowledge/skills): Training and Facilitation skills. Computer skills. Report writing skills. Project Management Skills.

DUTIES : Drive and coordinate primary Community Capacity Enhancement training within but not limited to Rural Health Services Area Based Team (ABT)/ Violence Prevention Unit sites. Develop and implement a mentoring, supervision, and support model for master trainers in collaboration with

managers and service colleagues. Report on training done. Develop a sustainability framework for Community Capacity Enhancement after March 2024.

ENQUIRIES : Ms E Pegram at (083) 442-7302
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. Applicants may be subjected to a competency assessment test.
CLOSING DATE : 13 October 2023
POST 34/303 : **SENIOR TRAINING OFFICER**
Directorate: People Development, People Development Centre (PDC)

SALARY : R359 517 per annum
CENTRE : Head Office, Cape Town, based in Plumstead
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health-related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa or South African Council for Social Service Professions. Experience: Appropriate experience in training and facilitation. Appropriate experience in training material development and assessments. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health-related topics. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of training material preparation and facilitation. Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge and understanding of HIV/AIDS, TB and STI's and other health-related topics. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, Excel and PowerPoint.

DUTIES : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health, wellness and related counselling and therapeutic training courses both didactically and online. Deliver training on generic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Develop and conduct training assessments. Conduct monitoring and evaluation activities in HIV/AIDS, TB & STI and related counselling and therapeutic training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

ENQUIRIES : Ms N Calvert Tel No: (021) 763-5320
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 : 13 October 2023

POST 34/304 : **OPTOMETRIST GRADE 1 TO GRADE 3 (6/8TH POST)**

SALARY : Grade 1: R269 718 per annum
Grade 2: R315 012 per annum
Grade 3: R368 757 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: BSc (optometry) or equivalent. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. Experience: **Grade 1:** None after registration with the HPCSA as an Optometrist in respect of RSA qualified employees who performed Community Service as required in South Africa. 1-year relevant experience after registration with HPCSA as an Optometrist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as an Optometrist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with HPCSA as Optometrist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience

		after registration with the HPCSA as an Optometrist in respect of RSA-qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with HPCSA as an Optometrist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Data capturing and processing. Experience in ophthalmic imaging/angiography is essential.
<u>DUTIES</u>	:	Training needs analysis of health science professionals and health workers. Planning and coordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and coordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.
<u>ENQUIRIES</u>	:	Prof L Visser Tel No: (021) 938-5519
<u>APPLICATIONS</u>	:	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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 34/305</u>	:	<u>ADMINISTRATION CLERK: FINANCE (CASHIER)</u> Garden Route Health District
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate cashier experience in the public sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook), Ability to accept accountability and responsibility and to work independently and unsupervised knowledge in the handling of cash management and preparing and analysing figures and amounts. Knowledge of the Basic Accounting System (BAS), Public Finance Management Act and Treasury Regulations and Instructions.
<u>DUTIES</u>	:	Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issuing receipts, capture day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier-related enquiries.
<u>ENQUIRIES</u>	:	Mr H Crous Tel No: (028) 713-8642
<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>	:	13 October 2023
<u>POST 34/306</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Protea Park CDC (X2 Posts) Saxonsea CDC (X2 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Perform

relief duties as required. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Good communication (verbal and written). Knowledge of Health Information Systems. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality.

DUTIES : Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written, verbal and or telephonic queries. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to Operational manager.

ENQUIRIES : Ms LM Appolis Tel No: (021) 202-0933
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 : 13 October 2023

POST 34/307 : **SOCIAL WORK: GRADE 1 TO 4 (5/8TH POST)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R184 008 per annum
Grade 2: R224 700 per annum
Grade 3: R270 219 per annum
Grade 4: R331 257 per annum

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Service Professions. Registration with a professional council: Registration with the South African Council for Social Service Professions as a Social Worker. Experience: **Grade 1:** None. **Grade 2:** Minimum of 10 years appropriate experience in social work after registration as a social worker with the SACSSP. **Grade 3:** Minimum of 20 years appropriate experience in social work after registration as a social worker with the SACSSP. **Grade 4:** Minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge and understanding of mental healthcare-related acts, legislation and policies. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.

DUTIES : Plan, coordinate and implement social worker program within the psychiatric ward at George Hospital. Provide social work services including assessments, interventions and counselling to individuals, groups, and families. Enter partnerships with community stakeholders and NGOs to ensure continuity of care. Attend ward rounds, multidisciplinary meetings, and host family meetings. Ensure efficient and effective management of resources. Administration, including collecting, compiling, and presenting statistical data and monthly reports.

ENQUIRIES : Ms EV Bruinders Tel No: (044) 802-4410
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 : 13 October 2023

POST 34/308 : **FOOD SERVICE SUPERVISOR**
Chief Directorate: Rural Health Services

SALARY : R171 537 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in

an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The ability to read, speak and write in two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment. Excellent health. Computer literacy (MS Office: Word, Excel and Outlook).

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menus, production planning and correct procedures for the receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and standard operation procedures and maintain temperature control during the various processes. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR-relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

ENQUIRIES : Ms MJ Greyling Tel No: (044) 802-4423
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr WR Biggs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/309 : **ARTISAN ASSISTANT**
 Chief Directorate: Rural Health Services

SALARY : R171 537 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work independently, good organisation and team skills and the ability to operate and use required tools and equipment skilfully and safely. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.

ENQUIRIES : Mr L Du Plessis Tel No: (044) 802-4488
APPLICATIONS : To the Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr WR Biggs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/310 : **CLEANER (X3 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Saxonsea CDC (X1 Post)
 Protea Park CDC (X2 Posts)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: The ability to do

physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

ENQUIRIES : Ms LM Appolis Tel No: (021) 202-0933
APPLICATIONS : The Director: Metro Health Services, Southern/Western Sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/311 : **CLEANER (X5 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Lotus River CDC (X2 Posts)
 Retreat CHC (X1 Post)
 Maitland CDC (X1 Post)
 Vanguard CHC (X1 Post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. The ability to do physical tasks and operate heavy-duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager and colleagues.

ENQUIRIES : **Lotus River CDC:** Ms G Jones Tel No: (021) 703 3131
Retreat CHC: Ms S Meyer Tel No: (021) 713 9741
Maitland CDC: Ms L Meyer Tel No: (021) 510 6473
Vanguard CHC: Dr L Johnson Tel No: (021) 695 8242

APPLICATIONS : The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/312 : **DRIVER (LIGHT-DUTY VEHICLE)**
 Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Gugulethu CHC

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the functioning of a state hospital. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid code (B/EB) driver's licence. Valid Public Driving Permit

(PDP). Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): 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.

- DUTIES** : Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relief duties when required or necessary.
- ENQUIRIES** : Mr M October Tel No: (021) 816-8626
- APPLICATIONS** : The Facility Manager: Gugulethu Community Health Centre, NY3 Cnr NY77 and NY78 Gugulethu, 7750.
- FOR ATTENTION** : Mr M October
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 October 2023

DEPARTMENT OF INFRASTRUCTURE

- 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>
- CLOSING DATE** : 09 October 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 34/313** : **CONTROL ENGINEERING TECHNOLOGIST: TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: DOI 101/2023**
- SALARY** : Grade A: R831 309 per annum, all-inclusive salary package, (OSD as prescribed).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid (Code B or higher) driving license. Recommendation: Experience in the following: Traffic studies, Traffic analysis software; Traffic signal design, Application of road traffic signs and markings in accordance with SARTSM; Road safety assessments; Undertaking of Speed Limit Reviews; Further studies in the field of Traffic Engineering. Proven management experience is desirable. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles

or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

POST 34/314 : **DEPUTY DIRECTOR: BUDGET IMMOVABLE ASSETS REF NO: DOI 82/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/ Equivalent or higher); A minimum of 5 years appropriate experience in management accounting of which 3 years experience on management level; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements; Skills: Communication (written and verbal); Computer literacy in MS Office, Intranet, Internet and other relevant financial software packages; Leadership; Budgeting; Conceptual and formulation; Statistical; Report-writing; Numeracy; Analytical; Implementation and monitoring;; Networking; Sound organising, problem-solving and dispute resolution/conflict management.

DUTIES : Monitor revenue and expenditure for Immovable Assets incl. financial reporting on Conditional Grants and compliance with PFMA; Assist with the Immovable Asset budgeting in MTEF process - Property rates, leased in/out assets, projects lists, financial info for SP, APP and AR, B5 reports; Assist in Adjustment budget process – reprioritise budgets across projects; Assist with the prevention of unauthorised, irregular and fruitless/wasteful expenditure; Manage the Infrastructure Reporting Model (IRM); Assist in preparation of reports - End of Year (EoY) reports, C-AMP and U-AMP.

ENQUIRIES : Ms R van der Fort Tel No: (021) 483 8738

POST 34/315 : **DEPUTY DIRECTOR: BUDGET MONITORING AND REPORTING REF NO: DOI 83/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/ Equivalent or higher); A minimum of 5 years appropriate experience in management accounting of which 3 years experience on management level; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements; Skills: Communication (written and verbal); Computer literacy in MS Office, Intranet, Internet and other relevant financial software packages; Leadership; Budgeting; Conceptual and formulation; Statistical; Report-writing; Numeracy;

Analytical; Implementation and monitoring;; Networking; Sound organising, problem-solving and dispute resolution/conflict management.

DUTIES : Monitor revenue and expenditure; Assist with monthly, quarterly and annual reporting, Conditional Grants, Earmarked funds, Annual Report, In-Year-Monitoring (IYM); 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.

ENQUIRIES : Ms R van der Fort Tel No: (021) 483 8738

POST 34/316 : **DEPUTY DIRECTOR: REPORTING (FINANCIAL ACCOUNTING) REF NO: DOI 84/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/equivalent or higher); A minimum of 3 years relevant management level experience. Recommendation: Experience working in a financial environment. Competencies: Knowledge of the following: Government policies and procedure (Public Finance Management Act and circulars); Modified Cash Standards; Skills needed: Communication (written and verbal); Numeracy; Literacy; Computer Literacy; Leadership; problem solving and decision making.

DUTIES : Responsible for Financial systems and In-Year-Monitoring (IYM) reporting; Ensure the interim and annual financial statements are compiled; Responsible for Month end closure; Responsible for regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Ensure that operational management of the sub-component.

ENQUIRIES : Ms S Andrews Tel No: (021) 483 5180

POST 34/317 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME DEVELOPMENT REF NO: DOI 54/2023**

SALARY : Grade A: R795 147 - R8847 2215 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer. (Shortlisted candidates will be required to submit proof of payment) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Exposure of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies and policies related to the management of road infrastructure; Exposure of human resource-, supply chain-, contract-, management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software / databases programs HDM4, dTIMS, IQMS; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Strong leadership, interpersonal and teamwork skills; Ability to perform data interpretation and analysis to assist with road asset planning and management; Ability to communicate with a range of stakeholders; Ability to identify asset condition and formulate and implement an improvement plan for asset service delivery.

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

ENQUIRIES : Mr A November at (021) 483 0536

POST 34/318 : **GISC PROFESSIONAL (PRODUCTION LEVEL): IMMOVABLE ASSET REGISTER REF NO: DOI 96/2023**

SALARY CENTRE REQUIREMENTS : R687 879 per annum, all-inclusive salary package, (OSD as prescribed).
: Department of Infrastructure, Western Cape Government
: An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 3 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional; A valid driving licence (Code B or Higher). Recommendation: Experience in the following: Rendering GIS services in the immovable asset management environment and/or in support of immovable asset portfolio management as well as the management of an immovable asset register; Rendering support in terms of budget management, planning and reporting; Compiling reports and submissions for decision making. Competencies: Knowledge of the following: GIS implementation; Geo database design and repository management; Relational databases and programming; Legal and operational compliance; Budget planning and reporting; Geo-database design and analysis, research and development; Geospatial mapping; Web based services; Metadata and data quality; Geo-database design and analysis; Skills needed: Written and verbal communication; Planning and organising; Problem solving; Analytical; Technical report writing.

DUTIES : Provide GISc to support institutional decision making; Policy making and institutional strategic guidance; Research; Project and financial management.

ENQUIRIES : Mr A Boersma Tel No: (021) 483 3223

POST 34/319 : **ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES REF NO: DOI 94/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting, financial management or similar environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Advanced MS Excel experience. Competencies: Proven knowledge of the following: Revenue and debt management; Public Financial Management Act and applicable legislation; Skills needed: Change Management; Supervisory; Communication (written and verbal); Time Management; Planning and organising; Teamwork; Analytical; Problem solving; Ability to work under pressure.

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

ENQUIRIES : Ms R Ceasar Tel No: (021) 483 4305

POST 34/320 : **ADMINISTRATIVE OFFICER: MASAKH'ISIZWE BURSARY PROGRAMME REF NO: DOI 93/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 years relevant experience. Recommendation: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration; Skills Development Legislative and framework; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy;

		Strategic Infrastructure Plan; Relevant software packages and sound application of relevant computer programmes; Human capital and financial administration; Skills in the following: Computer literacy; Verbal and written communication; Report writing and formulation; Ability to interpret and apply policies; Ability to conduct basic research.
<u>DUTIES</u>	:	Co-ordinate and facilitate the Work Integrated Learning Programme and/or Vacation Programme; Assess and evaluate the operational needs of the department; Co-ordinate and facilitate the securing of employment opportunities for placement of Masakh'iSizwe graduates; Render line administrative support to the programme; Co-ordinate administrative management control measures pertaining to the stakeholder relationship/partnership; Conduct research on matters that impact on the Programme; Manage project related resources.
<u>ENQUIRIES</u>	:	Ms CL September Tel No: (021) 483 9841
<u>POST 34/321</u>	:	<u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (DIESEL MECHANIC) REF NO: DOI 29/2023 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R220 533 - R244 737 per annum, (Salary will be determined as per OSD prescripts) Grade B: R258 753 - R285 396 per annum, (Salary will be determined as per OSD prescripts) Grade C: R299 361 - R368 070 per annum, (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Appropriate Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr E Louw Tel No: (021) 959 7700
<u>POST 34/322</u>	:	<u>PROJECT SUPPORT CLERK: HEALTH INFRASTRUCTURE REF NO: DOI 99/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Computer literacy (MS Word, MS Excel, MS Outlook, MS Projects); Good written and verbal communication skills; Meeting deadlines; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide support to Project Support Administrator; Diary management; Provide a reception service; Provision of effective record keeping; Provide office administration; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Provide logistical support; Specific project/programme administration, including taking of minutes, capturing and updating project financials on the Project Management Systems (EPM/Biz Projects); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents.
<u>ENQUIRIES</u>	:	Mr P Williams Tel No: (021) 483-4573/ 074 031 0470

DEPARTMENT OF LOCAL GOVERNMENT

- 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>
- CLOSING DATE** : 09 October 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 34/323** : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 45/2023**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Town Planning/ Development Planning/ Development Studies/ Public Management or related field; A minimum of 6 years relevant middle-management experience in a local government planning or integrated development planning or relevant working environment; A valid code B driving licence. Recommendation: Registration with the South African Council for Planners as a professional planner. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in reference of local government; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; IDP Policy, legislation and guidelines; Municipal integrated development planning, people centered development, community based partnership processes; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.
- DUTIES** : Liaise with national government, provincial departments, municipalities and related institutions in order to co-ordinate integrated development planning,

monitoring and support to municipalities; Develop and maintain the Integrated Development Planning Support Programme; Capacity building and training of municipal staff and individual municipal support actions; Assistance in improving national and provincial planning integration with municipal integrated development plans and assistance in sector planning support actions by national and provincial departments that support integrated development planning in municipalities; Develop and maintain an effective Integrated Development Planning Monitoring System for municipal planning; Assessment of the quality of municipal integrated development plans; Monitoring annual Integrated Development Plans implementation (including budget linkage) compliance to IDP prescripts and maintaining a provincial IDP database; Responsible for providing strategic management , human resources management and financial management for the Directorate.

ENQUIRIES : Ms N Zamxaka Tel No: (021) 483 4449

POST 34/324 : **JDMA COORDINATOR REF NO: LG 46/2023**
(Contract post ending 31 March 2026)

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence. Recommendation: Public Management/ Administration Degree/ Social Science Degree. Competencies: Knowledge of the following: Relevant policies and procedures; IDP and related planning processes; Programme and Project Management; Procurement and tendering processes; Development, strategy management, strategy monitoring and review processes; Modern Systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance; Human Resource Management, Labour relations and discourse management processes; Core Competencies are as follows: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Monitoring and reporting; Networking; Facilitation and collaboration; Stakeholder Management; Ability to integrate the priorities for the 3 spheres of government; Ability to integrate planning, budgeting and implementation and align with government priorities.

DUTIES : Develop and maintain strategies, policies, guidelines, reporting and other strategic documents; Facilitate the institutionalisation of the Joint District and Metro Approach (JDMA) in the WCG; Strategically manage, coordinate and guide the JDMA programme; Mobilise and manage, consult and engage national, provincial, municipal and associated institutions and private sector; Facilitate and align horizontal and vertical interface in line with policy directives, Cabinet, Bosberaad and PCF decisions including national policies and budget directives; Ensure planning, budgeting and implementation on national, provincial and local levels by means of collaboration and coordination; Strengthen, support and guide the JDMA leads in the development and implementation of the Metro/District Implementation Plans; Streamline and rationalise provincial/ municipal interface and introduce efficiencies; Ensure monitoring systems are in place and monitor and report on the progress of implementation projects; Evaluate the impact of programmes; Strategic Management; Change Management; People Management; Financial Management; Liaise with any programmes of a similar nature that may be developed and potentially has an impact on the JDMA.

ENQUIRIES : Mr G Paulse Tel No: (021) 483 3938

OTHER POST

POST 34/325 : **DRIVER WITH SECONDARY FUNCTIONS: ADMIN SUPPORT (DISASTER MANAGEMENT) -TYGERBERG REF NO: LG 44/2023**

SALARY : R171 537 per annum (Level 04)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1 year relevant experience; A valid Code B (or higher) driving license. Competencies:

A good understanding of the following: City(ies) in which the functions will be performed; Procedures to perform messenger duties; Routine office support functions (e.g., registry functions, Making of photocopies); Prescripts for the correct utilisation of the motor vehicle; Procedures to ensure that the motor vehicle is maintained properly; Skills in the following: Basic Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Driving light and medium motor vehicles; Transport passengers and collect and deliver items; Do routine maintenance on the allocated vehicles; Complete all the required and prescript records and logbooks; Render a clerical/support/messenger service in the relevant office; Copy and fax documents; Assist in the registry.

ENQUIRIES : Mr K Cloete Tel No: (021) 937 6305
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>

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.

CLOSING DATE : 09 October 2023

MOBILITY DEPARTMENT

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>

CLOSING DATE : 09 October 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

<u>POST 34/326</u>	:	<u>CHIEF DIRECTOR: MOBILITY REGULATION REF NO: MD 21/2023</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive salary package
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities. Recommendation: Post-graduate qualification in Public Management/Alternate Dispute Resolution Qualification/ law related. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
<u>DUTIES</u>	:	Line management will entail the following: Adjudicate applications for operating licenses; Manage operator licenses and permits; Manage provincial public transport registration; Manage vehicle administration and licensing; Manage mediation, conflict and dispute resolution regarding transport public matters; Co-ordinate and facilitate the formalization and empowerment of the taxi industry; Strategic Management; Change Management; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. M Moore Tel No: (021) 483 3900
<u>POST 34/327</u>	:	<u>CHIEF DIRECTOR: TRAFFIC MANAGEMENT REF NO: MD 23/2023</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive salary package
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities. Recommendation: Post-graduate qualification in Public Management/Alternate Dispute Resolution Qualification/ law related. Experience on a Senior Management level in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
<u>DUTIES</u>	:	Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Provide lifelong quality outcomes-based learning programmes to traffic policing agencies; Ensure integration of all Road Safety interventions and greater voluntary compliance by road users with road rules and regulations; Strategic Management; Change Management; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. M Moore Tel No: (021) 483 3900

POST 34/328 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: MD 22/2023**

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package
CENTRE : Mobility Department, 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. Recommendation: A valid driving licence, or alternative mode of transport for people with disabilities; A post-graduate qualification in a Financial Management. Competencies: Proven knowledge of and working experience of relevant legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions relating to the post; Proven knowledge and understanding of the following: Information Systems; Procurement and tendering processes; Policy Development, and Strategy Management, monitoring and review processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Performance Management. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Numeracy; Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

DUTIES : Line management will include the following: Ensure effective budget administration in the Department; Manage effective departmental accounting services; Ensure sound internal control systems / practices; Render procurement and provisioning services; Render asset and logistical management services; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES : Ms. M Moore Tel No: (021) 483 2826

OTHER POST

POST 34/329 : **ASSISTANT DIRECTOR: LAND TRANSPORT SAFETY OPERATIONS REF NO: MD 24/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 project management experience in a Road Safety environment. Recommendation: Experience in the following: Supply chain management; compiling submissions; Research methodology; 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: NLTA, PFMA and various acts related to the post; Skills needed: Written and verbal communication; Planning and organising; Managing interpersonal conflict and resolving problems.

DUTIES : Project administration in terms of impoundment facilities, attend site meetings, review project plans, drafting of minutes and active participation on safety and compliance pilot projects; Identify, manage, and facilitate the research on transport safety related matters and development of databases; Document management, attending intergovernmental meetings (PRTMCC, RTMCC,); Assist in Implementation and roll-out of Safety Management Systems; Manage the budget of sub directorate, ensuring compliance of all payments and manage funding agreements with municipalities.

ENQUIRIES : Mr M Arendse Tel No: (021) 483 6463
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.

CLOSING DATE : 09 October 2023

DEPARTMENT OF THE PREMIER

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>

CLOSING DATE : 09 October 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 34/330 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 68/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 5 years experience in an Internal Audit and Governance environment of which 3 years must be management level experience. Recommendation: Certified Internal Auditor (CIA)/Certified Information System Auditor (CISA); 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: Audit practices; Strategic planning and management; Engagement planning and execution; Reporting and progress monitoring; Control objectives for information and related frameworks (COBIT); Governance principles; Legislation, policies and procedures; Skills needed: Written and verbal communication; Analytical thinking; Teamwork; Compute assisted audit techniques (CAATs); Teammate audit software; Proven computer literacy (MS Office).

DUTIES : Develop risk based Rolling 3 year Strategic and 1 year operational ICT Internal Audit Plan including resource allocation; Develop an engagement work programme, ensuring qualitative engagement objectives and control adequacy assessment was conducted and advance mechanism to test control effectiveness were designed; Execute the engagement assignment reviewing the following: IT General control review Application control review; Information security assessments; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels; Manage client relations at Accounting Officer level and liaison with key stakeholders such as the Auditor General of South Africa.

ENQUIRIES : Ms A Behardien Tel No: (021) 483 0884/aneesa.behardien@westerncape.gov.za

POST 34/331 : **CHIEF NETWORK TECHNOLOGIST REF NO: DOTP 36/2023 R1**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project

DUTIES : management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis. Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.

ENQUIRIES : Mr Q Julie Tel No: (021) 483 8466

DEPARTMENT OF SOCIAL DEVELOPMENT

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>

CLOSING DATE : 09 October 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 34/332 : **ASSISTANT DIRECTOR: ICT COORDINATION REF NO: DSD 111/2023**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the information systems field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Relevant policies and prescripts relating to information systems, ICT and data governance; Information systems, ICT and data governance; Management and people management principles; Project management; Skills needed: Computer literacy; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical; Operational planning; Innovation; Diagnostic; Conceptual.

DUTIES : Provide support in the development of departmental policies to govern information systems; Coordinate and oversee user management services; Coordinate and oversee system support; Manage and oversee the governance of systems, including the change control board; Plan, manage and coordinate the disaster recovery plan for the department in of respect systems; Plan, manage and coordinate the development and implementation of departmental systems; People management.

ENQUIRIES : Mr GD Miller at Gavin.Miller@westerncape.gov.za

POST 34/333 : **SOCIAL WORKER: SUBSTANCE ABUSE REF NO: DSD 110/2023**

SALARY : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker: **Grade 1: No**

experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and evaluation processes; Sound interpersonal relations; Customer service orientation/diversity citizenship; Self-management and motivation; Written and verbal communication skills; Proven computer literacy.

DUTIES : Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering substance abuse programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessments of the effectiveness of substance abuse programmes; Manage the reporting and dissemination process of all reports for the substance abuse programme; Coordinate the submission of corrective development plans by organisation and monitor the compliance with regards to these plans.

ENQUIRIES : Ms F Isaacs Tel No: (021) 483 8442

POST 34/334 : **ADMINISTRATIVE SUPPORT OFFICER: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 113/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 1-2 years post school qualification; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in rendering social welfare services. Competencies: Knowledge of the following: Provincial and national strategies to address sector development; Micro Economic Development Strategy; Relevant software packages & sound application of relevant computer programmes. (i.e. BAS); Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Draft documentation like submissions, letters; Sound organising, planning and time management skills (for example workshops, conferences, events); Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal) skills; Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic Research skills; Analyse documents and situations; Ability to access research sources; Function as a team member.

DUTIES : Render line administrative support services: Assist management support staff in all administrative duties; Co-ordinate monitoring and evaluation activities and maintain the relevant systems: Update and maintain the monitoring and evaluation systems for projects; Provide support to the chief directorate/directorate for supply chain management; Render advice and liaise with regard to administrative matters.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

POST 34/335 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 112/2023**
 (Posts available at various facilities)

SALARY : Grade 1: R166 869 – R184 455 per annum, (OSD as prescribed)
 Grade 2: R194 808 – R217 410 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Grade 12 qualification (Senior Certificate or equivalent qualification)
 Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and

procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES

: Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES

: Mr E Buys Tel No: (021) 986 9100 / Ms D Baugaard Tel No: (021) 826 5972 / Mr M Benting Tel No: (021) 931 0236