

**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** : 30 October 2023

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

**OTHER POSTS**

**POST 37/235** : **SENIOR AGRICULTURAL ADVISOR: GRAIN (MALMESBURY) REF NO: AGR 62/2022 R1**

**SALARY** : R424 104 per annum (Level 09)

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

**REQUIREMENTS** : 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 minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of livestock, grain, alternative crops produced in the specific areas, also markets and value adding. Competencies: Knowledge of the following: Production of livestock, grain, alternative crops produced in the specific area, also markets and value adding; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication and reporting; Organisational, leadership and supervisory; Conflict management.

**DUTIES** : Supervise and lead staff in the office; Planning and implementation of economic, sustainable grain and pasture production systems; Project design, planning and management; Provide inputs for the compilation of grain and pasture enterprise budgets; Information on grain and pasture production; Recommendations regarding cultivars for different soil and climate combinations; Advise and train farmers on planting management and harvesting of grain and pastures; Interpretation of soil analysis and crop requirement for optimal recommendations for corrective actions; 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 and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate farmer's day, demonstration day, workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agriculture sector; Facilitate relevant record keeping and economical training as well as support to projects; Participate as a member of the project team by giving sound technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management Systems (AIMS) Facilitate, engage and provide inputs to Implementation Agencies and relevant Community Project Allocation Committees (CPACs) in the delivery and implementation of projects.

**ENQUIRIES** : Ms RF Horne Tel No: (022) 433 8903

**POST 37/236** : **SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO (BEAUFORT WEST) REF NO: AGR 04/2023 R2**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : 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 minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research. Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

**DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; 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** : Ms V Erasmus Tel No: (023) 414 9202

**POST 37/237** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (MALMESBURY) REF NO: AGR 29/2023 R1**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : 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** : Ms R Horne Tel No: (022) 433 8903
- POST 37/238** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (KHAYELITSHA) REF NO: AGR 33/2023 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: Mixed farming systems; 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** : Mrs ND Saliwe Tel No: (021) 808 7084

#### DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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#### OTHER POST

- POST 37/239** : **DEPUTY DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 23/2023**  
(12 Month Contract Position)
- SALARY CENTRE** : R811 560 per annum (Level 11), all-inclusive salary package  
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics, Bcom Accounting or similar; A minimum of 3 years management

level experience. Recommendation: Experience in the following: Financial accounting; Public entities. Competencies: Knowledge of the following: Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards related to economic development; Public management and administration; Political sciences and public policy; Relationship management; Skills needed: Written and verbal communication; Decision making; Problem analysis; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

- DUTIES** : Coordinate the integration and implementation of strategic initiatives between the department and its public entities; Coordinate the implementation of public entity oversight for the department; Manage and facilitate stakeholder relations between the department and its public entities; Management of the human resources of the subdirectorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the subdirectorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
- ENQUIRIES** : Ms B Mott Tel No: (021) 483 9088

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

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the advert for the Post of: Health Promoter, Kleinvlei Community Day Centre, Chief Directorate: Metro Health Services advertised in the Public Service Vacancy dated 06 October 2023 with reference number: Post 36/117, has been amended as follows: Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9 (Std.7). The closing date of the post is extended to 03 November 2023. Kindly note that the Post 36/111: Administrative Officer: Support Services, Office of the Deputy Director: Chief Operations has been amended as follows; Office of the Director General: Chief Operations and Tel No: (021) 483-5619.

#### **OTHER POSTS**

- POST 37/240** : **CHIEF RADIOGRAPHER: GRADE 1 (RADIATION ONCOLOGY)**
- SALARY** : Grade 1: R520 785 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: A minimum of 3 years appropriate experience as a Radiation Oncology (Therapy) Radiographer after registration with the HPCSA. Inherent requirements of the job: Provide emergency after hours service. Competencies (knowledge/skills): Good interpersonal and supervisory skills. Managerial and significant treatment experience. Good computer skills especially with Ms Excel, MS PowerPoint and Ms Word. Clinically competent and technically skilled to assist on treatment units when required.
- DUTIES** : Control, supervise, delegate and co-ordinate treatment activities of Radiation Therapists, Community Service Radiation Therapists and students in conjunction with the other Chief Radiation Therapist of that area. Ensure optimal and accurate treatment for cancer patients, according to Clinicians' instructions and by prioritising the workload to ensure a minimum waiting list for Radiotherapy. Ensure appropriate patient care, monitor and perform quality assurance procedures with some clinical involvement on treatment units and

ensuring optimal imaging with trouble shooting knowledge. Assist in on call rostering and do on call when required and assist with in-service training of Radiation Therapists. Committee involvement, provide information to A.D regarding activities and assist with disciplinary procedures and conflict resolution. Ensure equipment of the subsection functions within spec, involved in procurement and condemning and ensuring adequate stock levels and paediatric drug trolley and roster completion.

**ENQUIRIES** : Ms L Jaftha Tel No: (021) 404-4292  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 November 2023

**POST 37/241** : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)**  
 Directorate: Assurance

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate health-related qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health, Health Science practice, and/or Health Service Management. Appropriate experience in a mental healthcare environment would be advantageous. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, and Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms, and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual, and decision-making skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure, and infrastructure design i.e., PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well be confident, self-motivated, and show initiative. Sound interpersonal, supervisory, communication, and conflict management skills.

**DUTIES** : Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187 as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical, and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practices and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, and the levying and collection of fees in terms of applicable legislation.

**ENQUIRIES** : Ms K Jacobs Tel No: (021) 483-3303  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 November 2023

**POST 37/242** : **ADMINISTRATION CLERK: ADMISSION**  
 Chief Directorate: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : Symphony Way CDC  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate Grade 12(or equivalent). Experience: Appropriate experience in patient administration. Inherent requirement of the job: Computer Literacy (MS Word, Excel, and Outlook).

- Excellent communication (written/verbal) skills. Competencies (knowledge/skills): Knowledge of PHCIS. Knowledge of the PFMA and responsibilities linked to finance management. Ability to work under pressure, independently, unsupervised, in a team to accept accountability and responsibility, and maintain confidentiality.
- DUTIES** : Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Admission of clients, opening new folders, merging, filing, archiving, and disposal of folders. Folder management and folder hygiene. Ensure accurate and daily capturing of PHCIS and relevant electronic systems. Patients' assessment, ensure confidentiality of information and ensure that electronic and hard-copy records are maintained according to the prescribed protocol. Deal with written and or telephonic queries with regard to patient administration and management of compliments, complaints, and suggestions. Provide support to supervisor and perform relief duties of colleagues (other admin, health information, and helpdesk).
- ENQUIRIES APPLICATIONS** : Mr S Diedericks Tel No: (021) 204-9465  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 03 November 2023
- POST 37/243** : **ADMINISTRATION CLERK: ADMISSIONS**  
Chief Directorate: Overberg District
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
: Railton Clinic, Swellendam Sub-district  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in a Hospital or Clinic Environment. Experience in the PHCIS system. Inherent requirement of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in a Clinic Environment. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills.
- DUTIES** : Admission of patients, maintain patient appointments, and scheduling appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.
- ENQUIRIES APPLICATIONS** : Ms G Van der Westhuizen Tel No: (028) 514 8400  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 03 November 2023
- POST 37/244** : **ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE)**  
Chief Directorate: Overberg District
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
: Swellendam Hospital  
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a hospital and patient fees environment experience with CLINICOM, BAS, and Accounts Receivable System. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS Windows, Word, Excel, and Access). Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems and billing-related transactions for state departments. Knowledge of patient billing and ICD 10 coding and knowledge of systems i.e., Clinicom, Accounts Receivable (AR), and BAS. Knowledge of applicable policies - Hospital Fees memorandum Chapter 18, the Uniform Patient Fee Schedule (UPFS), Finance Instructions, and Medical Records policies.
- DUTIES** : Correct charging of invoices as per UPFS and PGWC billing procedures, amendments, and ICD10 coding capturing. Liaise with debtors, private

companies, and third parties, telephonically, in person, and in writing. Clear JAC report, Inter Responsibility, and Medscheme accounts. Clear all exceptions on DICU reports, Revenue Action Plan, IYM, and credit lists. Perform Cashier duties, reconcile, and do daily banking.

**ENQUIRIES APPLICATIONS** : Ms K Joubert Tel No: (028) 514-8400  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

**CLOSING DATE** : 03 November 2023

**POST 37/245** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**  
Chief Directorate: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with a specific focus on the managing of a warehouse. Appropriate experience of SCM Systems, namely LOGIS and ESL (Electronic Supplier List). Inherent requirement of the job: Physical ability to move goods within the Transit Area/Stores, when required to do so. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions. The ability to work independently and as part of a team.

**DUTIES** : Ensure Correctness of quantity and quality/expiry dates of goods received from Suppliers (matching invoice against orders). Ensure that queries regarding discrepancies with suppliers are followed up timeously. Note in suppliers registers for goods returned/received. Assist with the preparation of PA's (Procurement advice) for all contract items and ensuring documents comply with regard to SCM policies. Ensure that issuing stock/goods against the issue voucher is correctly issued to end users. Stock on hand must correspond with Bin cards and the LOGIS system. Ensure that items to follow are finalized within a specific period. Correct filing of documentation. Making use of the ESL and ensuring valid contracts are always used and kept on file or electronically. Ensure that all PA's (Procurement Advice) is submitted to Q.C. timeously and that there are always orders in place for stock, so you do not have stockouts. Ensure that all relevant parties have signed log 1 and that the issue voucher corresponds. Ensuring that goods are checked and counted, and the batches match the stock received. Ensure stock is handled with care and in good condition. Ensure shelves are stocked according to FIFO PRINCIPLE. Management of Receipts in line with the 30-day policy. Ensure that no unauthorized access is granted in the store.

**ENQUIRIES APPLICATIONS** : Mr L. Rajah Tel No: (021) 402-6326  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to practical assessment.

**CLOSING DATE** : 03 November 2023

**POST 37/246** : **OPERATOR (REPROGRAPHICS)**

**SALARY** : R147 036 per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in respect of printing and photocopying processes. Competencies (knowledge/skills): Ability to prioritise work.

**DUTIES** : Ability to prioritise work, handle confidential documents, take and issue photos/ID tags as well as ad-hoc duties. Compile reports, letters as well as develop and maintain registers in terms of inventory, statistics, and calculation of printing costs. Operate and control equipment as well as liaise with outside companies for required repairs/upgrading of equipment. Provide efficient assistance and support to clients, personnel, management, and supervisors.

**ENQUIRIES** : Ms CB Johnson Tel No: (021) 938-5327

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 November 2023

**POST 37/247** : **CLEANER**  
West Coast District

**SALARY** : R125 373 per annum  
**CENTRE** : Citrusdal Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise).

**DUTIES** : Provide a clean, safe, and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping floors, dusting polishing floors and furniture, emptying bins daily, cleaning windows, light shades, walls and all toilets, sluices, and drains. Ensure that cleaning equipment, e.g., polishing and scrubbing machines, mops, brooms, and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving of meals and beverages. Correct handling and disposal of waste and medical waste.

**ENQUIRIES** : Mr N Mphato Tel No: (022) 921-2153  
**APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION** : Ms E Moolman  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 November 2023

**POST 37/248** : **DRIVER (LIGHT DUTY VEHICLE)**  
Cape Winelands Health District  
(Contract until 31 March 2025)

**SALARY** : R125 373 per annum, (plus 37% in lieu of service benefits)  
**CENTRE** : Langeberg Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in transport of personnel and goods. Inherent requirements of the job: Valid Code EB (Code 8) driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime. Physically fit to lift and load heavy items. Competencies (knowledge/skills): Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently. Knowledge of Transport Circular 4 of 2000.

**DUTIES** : Daily transporting of official passengers, post, packages, medication, goods and equipment. Ensure accurate completion of logbooks. Deliver and collect bloods products from Worcester Blood Services (Reliever). Conduct routine maintenance, cleaning of Government vehicles and conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required and render support to supervisor.

**ENQUIRIES** : Mr GA Petersen Tel No: (023) 626-8611  
**APPLICATIONS** : The Manager: Medical Services, Robertson Hospital, Private Bag X617, Robertson, 6705.

**FOR ATTENTION** : Ms T Padiachy  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 03 November 2023

#### **DEPARTMENT OF INFRASTRUCTURE**

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**CLOSING DATE** : 30 October 2023  
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**OTHER POSTS**

**POST 37/249** : **SENIOR PROJECT LEADER: SPECIAL PROGRAMS REF NO: DOI 122/2023**

**SALARY** : R958 824 per annum (Level 12), all-inclusive salary package  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 4-year B-Degree (equivalent or higher qualification) in Property Development, Town planning, Project Management or similar field; A minimum of 6 years management level experience and project management experience. Competencies: Knowledge of the following: Town planning; Project management body of knowledge; Provincial Infrastructure Delivery Management System; Preparation and submission of project execution plans; Roles and legal obligations of role-players at all three spheres of government and public entities; Financial management; Property management and development; Skills needed: Written and verbal communication; Implement programmes and projects in line with the project management methodologies; Interpret and apply functional and technical norms and standards; Prepare reports, submissions and presentations; Planning and organising; Persuading and influence; Lead and supervise; Decide and initiate action; Creative and innovative.

**DUTIES** : Initiate, plan, develop and drive all planned regeneration projects from conceptualisation to implementation in line with project management methodologies; Undertake detailed feasibility studies regarding project suitability in line with the approved functional and technical norms and standards; Facilitate supply chain management processes and procedures to appoint transactional advisers and professional resource teams in line with procurement regulations and standards; Manage external professional consulting services in line with the approved technical norms and standards and agreed contract provisions in terms of legal imperatives, quality, time and budgets; Compile ministerial and cabinet submissions for their approval regarding planned provincial regeneration precinct; Promote effective and collaborative business relationships with relevant project stakeholders, including clients or suppliers and beneficiaries; Provide feedback and inputs to the relevant stakeholders on conclusions pertaining to the regeneration projects; Ensure sound and effective controls to manage the budgets committed to each regeneration projects; Provide inputs towards the strategic direction of the programme regeneration; Mentor, train and develop personnel.  
**ENQUIRIES** : Ms L Mabuntane Tel No: (021) 483 5788

**POST 37/250** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: DOI 113/2023**

**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** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Civil Engineering Degree (B Eng/ BSC (Eng)); A minimum of 3 years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer OR submitted application to ECSA for registration as a Professional Engineer and registration mandatory within 6 months from appointment; A valid code B or higher driving licence. Recommendation: Post-graduate qualification in Traffic Engineering, Transport Planning, Economics or Business; Experience in the following: Transport modelling; Coding and/or data management; Transport economics; Corridor

management/Arterial management. Competencies: Knowledge of the following: Transport modelling theory and software; Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road infrastructure design with a particular focus on project identification and road planning; Project evaluation and assessment in terms of: Economic Assessment; Multi-Criteria Assessment; Corridor Management Strategies and Arterial Management Plans; Data Management; Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical; Evidence-based decision making; Self-management to include planning and organising; Customer focus and responsiveness; Conflict management; Proven computer literacy; Innovation.

**DUTIES** : Development and evaluation of project proposals with and without model assessment; Transport model management; Development and management of transport model standard operating procedures; Development and management of Road Investment Strategy; Development and management of Corridor Management Strategies; Management of consultants and internal projects; Liaison with various stakeholders in the transport infrastructure planning environment.

**ENQUIRIES** : Ms M Barker Tel No: (021) 483 2177/ Melissa.Barker@westerncape.gov.za

**POST 37/251** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL); HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R2**

**SALARY** : Grade A: R795 147 - R847 221 per annum  
Grade B: R894 042 - R962 292 per annum  
Grade C: R1 020 087 - R1 197 978 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)

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

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES** : Mr I Haupt Tel No: (021) 483 6453

**POST 37/252** : **PROFESSIONAL CIVIL/STRUCTURAL ENGINEER (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 19/2023 R1**

**SALARY** : Grade A: R795 147 - R847 221 per annum  
Grade B: R894 042 - R962 292 per annum  
Grade C: R1 020 087 - R1 197 978 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety Act and regulations; National building regulations and all relevant built environment legislation; Financial management; Programme and project management; Built environment (civil/structural engineering design and analysis in the construction of office buildings and general facilities; Computer aided design of building structures and services; Design of different structural systems; Design of roads, water, storm water and sewer reticulation and systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Skills needed: Decision-making, leadership, problem solving and analysis, people management, technical report writing, planning and organising, conflict management; Proven computer literacy (MS Office; MS Project, Revit, AutoCAD and engineering application); Ability to work under pressure, meet deadlines and work in a team.

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

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

**POST 37/253** : **ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: DOI 110/2023**

**SALARY** : Grade A: R687 879 - R739 509 per annum, (OSD salary determined as prescribed)  
Grade B: R783 693 - R834 993 per annum, (OSD salary determined as prescribed)  
Grade C: R881 121 - R1 035 084 per annum, (OSD salary determined as prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in the following: Architectural planning and design, producing construction documentation and administration of the JBCC 2000 PBA and NEC ECC contracts; Using Autodesk AutoCAD, Revit and MS Office. Competencies: Knowledge in the following: Legal compliance with various acts including the Occupation Health and Safety (OHS Act); National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management; Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines.

**DUTIES** : Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human capital development; Research and professional development.

**ENQUIRIES** : Mr C Morkel Tel No: (021) 483 2209

**POST 37/254** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): QUANTITY SURVEYING SERVICES REF NO. DOI 118/2023**

**SALARY** : Grade A: R687 879 - R739 509 per annum, (OSD salary determined as prescribed)  
Grade B: R783 693 - R834 993 per annum, (OSD salary determined as prescribed)

		Grade C: R881 121 - R1 035 084 per annum, (OSD salary determined as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government
	:	An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Quantity surveying processes and skills, cost control, cost management; Construction documentation and administration of JBCC 2000 PBA and NEC ECC contracts; Programme and project management principles; Quantity surveying legal and operational compliance; Quantity surveying operational communication; Financial management principles; Computer-aided measuring and costing applications; Skills needed: Technical consulting; Professional judgment; Problem solving, analysis and decision making; People management; Planning and organising; Conflict management; Negotiation; Change management; Written and verbal communication; Ability to work under pressure and meet deadlines; Self-motivated.
<b><u>DUTIES</u></b>	:	Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
<b><u>ENQUIRIES</u></b>	:	Mr J. Botha Tel No: (021) 483 5320
<b><u>POST 37/255</u></b>	:	<b><u>CASE OFFICER: CASE MANAGEMENT (NON-METRO) REF NO: DOI 111/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government
	:	3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Management/ Law or related field; A minimum of 1 year experience in a rental housing tribunal or legal administration related experience; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Relevant legislation, policies, regulations, codes, guidelines and standards applicable to the Rental Housing Sector; Public service procedures and property management and maintenance from a rental perspective; Best practices and procedures within the Rental Housing Sector; Skills needed: Proven computer literacy; Legal administration; Planning and organising; Mediation and facilitation; Interpersonal; Conflict management and mediation; Coordinating; Analytical; Problem solving; Written and verbal communication.
<b><u>DUTIES</u></b>	:	Conduct preliminary investigations, determine jurisdiction and unfair practices, facilitate resolution of cases, conduct mediations, draft settlement agreements, management of cases, update case management systems; Write quality reports and letters, draft subpoenas, liaise with dispute parties and gather information for hearings.
<b><u>ENQUIRIES</u></b>	:	Mr SJ Tyutula Tel No: (021) 483 3516
<b><u>POST 37/256</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING) REF NO: DOI 112/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Infrastructure, Western Cape Government
	:	A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Proven computer literacy; Report writing; Written and verbal communication.
<b><u>DUTIES</u></b>	:	Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.
<b><u>ENQUIRIES</u></b>	:	Mr N Nolan Tel No: (021) 483 9233/ nathan.nolan@westerncape.gov.za
<b><u>POST 37/257</u></b>	:	<b><u>FINANCIAL CONTROLLER: PROPERTY SUPPORT REF NO: DOI 115/2023 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant financial management experience. Recommendation: Accounting database/package experience. Competencies: Knowledge in the following: Applicable policies and procedures; Human resource management processes; Labour relations; Financial management; Public service procedures; Management principles; Skills needed: Written and verbal communication; Budgeting; Problem solving; Ability to work independently; Ability to interpret and apply relevant policies and procedures.
<b><u>DUTIES</u></b>	:	Financial administration; Payments; Tenant administration, statements and queries; Parking administration; Reporting.
<b><u>ENQUIRIES</u></b>	:	Ms T Davids Tel No: (021) 483 5882
<b><u>POST 37/258</u></b>	:	<b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: DOI 117/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Safety Management or related field; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Mechanical workshop environment in light to heavy construction vehicles and machinery; Work activities in a roads sign manufacturing. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Skills needed: Written and verbal communication; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving; Conflict management.
<b><u>DUTIES</u></b>	:	Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.
<b><u>ENQUIRIES</u></b>	:	Ms H Kleinhans Tel No: (021) 959 7700

**POST 37/259** : **ELECTRICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL);  
ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI  
114/2023**

**SALARY** : Grade A: R353 013 - R376 806 per annum  
Grade B: R398 865 - R428 619 per annum  
Grade C: R451 587 - R531 117 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma in Electrical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Pr Techni); A minimum of 3 years relevant post qualification technical (electrical engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of Legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; People management; Planning and organising; Change management; Good analytical, interpersonal and organisational skills.

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

**ENQUIRIES** : Mr I Haupt Tel No: (021) 483 6453

**POST 37/260** : **CHIEF REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO:  
DOI 121/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years' experience in a registry environment. Recommendation: Working knowledge of Enterprise Content Management or similar system; Registry Clerk Course. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Skills in the following: Proven computer literacy; Communication (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Verification of records; Maintain the departments classification systems; Manage the disposal program; Maintain the management of human resources; Maintain relevant registers.

**ENQUIRIES** : Mr A Kruger Tel No: (021) 483 7088

**POST 37/261** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP  
(PAARL) REF NO: DOI 25/2023 R1**

**SALARY** : Grade A: R220 533 - R244 737 per annum  
Grade B: R258 753 - R285 396 per annum  
Grade C: R299 361 - R368 070 per annum  
(Salary will be determined as per OSD prescripts).

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

<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC or higher). Recommendation: Working experience maintaining diesel vehicles including earthmoving machines. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr J Jones Tel No: (021) 863 2020
<b><u>POST 37/262</u></b>	:	<b><u>ADMIN ASSISTANT: PROPERTY SUPPORT REF NO: DOI 107/2023 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05) Department of Infrastructure, Western Cape Government Senior certificate Grade 12 (or equivalent qualification). Recommendation: Relevant administrative experience. Competencies: A good understanding of working procedures of the working environment: Operate a computer, operate a machine, telephone etiquette, interpersonal relations, organising, protocol, working procedures of working environment.; Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Perform general administrative support: Make subsistence and travelling arrangements (nationally and internationally), complete all financial forms, procurement of miscellaneous stocks; Secretarial duties: Organise interviews and appointments, receive visitors, Manage the senior manager's diary, prepare documentation for appointments and meetings; Handle enquires and correspondence: compile and type correspondence, design forms and documentation, distribute and direct enquires and correspondence; Provide support to the senior manager with his executive obligations: distribute agendas and minutes of meetings, distribute and monitor actions agreed on at meetings, manage and file all documentation of meetings.
<b><u>ENQUIRIES</u></b>	:	Ms T Davids Tel No: (021) 483 5882
<b><u>POST 37/263</u></b>	:	<b><u>OPERATOR: HEAVY EQUIPMENT - CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: DOI 116/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233 per annum (Level 05) Department of Infrastructure, Western Cape Government Grade 10 certificate or equivalent; A minimum of 6 years relevant experience; A valid code EC driving license with a professional drivers permit (PDP) is required. Recommendation: Relevant experience in operating a forklift/overhead cranes/ truck mounted cranes. Competencies: A good understanding of the following: Loading, offloading and transporting (normal and abnormal) of road construction plant and equipment such as graders, loaders, rollers, sweepers, trucks, vans, busses; Written and verbal communication skills; Mechanical work to assist Artisans in the workshop; Draw up reports; Good interpersonal relations; Ability to work under pressure and meet deadlines; Good planning and problem-solving skills.
<b><u>DUTIES</u></b>	:	Responsible for the transporting, loading and securing the road construction plant and equipment in the correct way as prescribed, on the trailer; Supervise Trade Worker Aid; Maintain occupational health and safety standards; Responsible to see that the services are done on time and check for leakages/ wear and tear; Testing of all road construction plant on the test ground; Emergency assistance at all times (local and at the field offices).
<b><u>ENQUIRIES</u></b>	:	Ms M Van Wyngaardt Tel No: (021) 483 5713
<b><u>POST 37/264</u></b>	:	<b><u>RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES REF NO: DOI 119/2023</u></b>
<b><u>SALARY CENTRE</u></b>	:	R171 537 per annum (Level 04) Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Office Administration Certificate; Administrative experience; Proven switchboard experience. Competencies: Proven computer literacy in MS Office (MS Word, Outlook and Excel); Skills needed: Communication (verbal and written); Organisational; Good people skills; Client orientation and customer focus; Planning and organising.
- DUTIES** : Typing and correspondence; Explanation of format, typing and editing of: Letters, faxes, submissions, circulars, agendas, minutes; Reception and switchboard; Facilitate appointments; Meetings and appointments; Arrange meetings (agendas and minutes); Registration and handling and receipt of all official incoming mail as well as outgoing mail.
- ENQUIRIES** : Ms H Kleinhans Tel No: (021) 959 7700

#### **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** : 30 October 2023
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 37/265** : **CHIEF DIRECTOR: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 47/2023**
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), all-inclusive salary package  
 : Department of Local Government, Western Cape Government  
 : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA;  
 : A minimum of 5 years experience at a Senior Management level. Recommendation: Minimum Municipal Competency Certificate; A minimum of 3 years local government experience at Senior Management level; A minimum of 3 years experience within any organ of state as defined in the Constitution, Act 108 of 1996; A valid driving licence/ Alternative mode of transport for a person with disabilities. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices in relation to this portfolio; Proven knowledge of the following: Public Administration and Management in South Africa; Information Systems; The functioning of the Province and activities of sister departments (provincial and national); Policy development, and strategy management, monitoring and review processes; Development projects; Modern systems of governance and



administration; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Public speaking; Information Technology; Change Management; Ability to deal with politically sensitive issues; Chair complex meetings; Compile complex technical documents that can be easily interpreted; Ability to effectively negotiate and collaborate on all three spheres of government and with internal and external stakeholders, ensuring collaborative relationship building; Good presentation skills (formal and informal); Strong leadership qualities.

**DUTIES** : Municipal Governance: provide management and support services to local government with the regulatory framework applicable to local government; Specialised Support: Assessments and investigations in relation to allegations of fraud, corruption and maladministration and formal interventions in terms of Section 139 of the Constitution; Capacity Development: capacitate and support municipalities through various programmes and projects to deliver effective services; Municipal Performance Monitoring, Reporting and Evaluation: monitor and evaluate municipal performance by means of data collection, interpretation and analysis; Municipal Infrastructure: facilitate and monitor infrastructure development and maintenance within municipalities to ensure sustainable municipal infrastructure; Strategic Leadership and Management: Financial Management; People Management and Empowerment; Risk Management.

**ENQUIRIES** : Mr. G Palse Tel No: (021) 483 4997

**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** : 30 October 2023

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

**OTHER POST**

**POST 37/266** : **CHIEF NETWORK TECHNOLOGIST: HEALTH AND SOCIAL DEVELOPMENT (OVERBERG) REF NO: DOTP 02/2022 R2**

**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 higher qualification) in IT or related; A minimum of 3 years' experience in network infrastructure management; 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: Microsoft & Cisco skills. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements. Skills needed: Proven computer literacy; Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution; Research; Analytical thinking; Problem solving.

**DUTIES** : Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.

**ENQUIRIES** : Mr L. Benting Tel No: (021) 483 8941

## PROVINCIAL TREASURY

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

## OTHER POSTS

- POST 37/267** : **EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 21/2022 R1 (X2 POSTS)**

- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Public Finance, Financial and/or Management Accounting, Auditing or Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards; multi-year budgeting (Medium term Expenditure framework - MTEF) budget process and procedures; Adjustments Budget/Estimate process and procedures; Basic Accounting System and its structures. Skills needed: Sound organization; Planning; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal); Research and Econometric skills.
- DUTIES** : Monthly and annual expenditure monitoring/ management: Compilation of provincial model, review, annual implementation, credibility of monthly information and draft monthly/ quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget and the main budget process; Render technical support and training; Handle policy matters related to the job.
- ENQUIRIES** : Ms SA Damon Tel No: (021) 483 8217

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

## OTHER POSTS

- POST 37/268** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 115/2023**

- SALARY** : Grade 1: R410 289 – R457 614 per annum, (OSD as prescribed)  
Grade 2: R484 431 - R647 325 per annum, (OSD as prescribed)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development, Western Cape Government
	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.
<b><u>DUTIES</u></b>	:	Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/ Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration of facilities in terms of the relevant legislation; Monitoring of Programme Specific services as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Training/ Capacity Building on existing legislation and policy framework guiding service delivery; Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms P Momoza Tel No: (021) 483 4236
<b><u>POST 37/269</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS REF NO: DSD 116/2023</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R410 289 – R457 614 per annum, (OSD as prescribed) Grade 2: R484 431 - R647 325 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development, Western Cape Government
	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.
<b><u>DUTIES</u></b>	:	Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/ Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration of facilities in terms of the relevant legislation; Monitoring of Programme Specific services as per relevant legislation; Stakeholder management / Relationship management (international, national, provincial, local and regional); Training/ Capacity Building on existing legislation and policy framework guiding service delivery; Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.
<b><u>ENQUIRIES</u></b>	:	Ms P Momoza Tel No: (021) 483 4236

**POST 37/270** : **ADMINISTRATIVE OFFICER (MONITORING): SERVICES TO PEOPLE WITH DISABILITY REF NO: DSD 120/2023**

**SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.

**DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES** : Ms L Sylvester-Rose Tel No: (021) 483 4015

**POST 37/271** : **EDUCATION OFFICER: FACILITY MANAGEMENT (POSTS AVAILABLE AT VARIOUS LOCATIONS) REF NO: DSD 121/2023**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year teaching qualification; Registration with SACE as a professional educator; A minimum of 1 year experience as an Educationalist/ Educator; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Skills needed: Problem solving, sound budgeting, planning, facilitation, influencing and interpersonal relations; Written and verbal communication; Planning and organising; Learning and researching; Relating and networking; Adapting and responding to change; Adhering to principles and values; Analysing.

**DUTIES** : Implement educational programmes at secure child and youth care facilities in accordance to curriculum requirements and departmental legislation; Implement facility policies and procedures to enhance safe care, custody and development of residents; Perform administrative functions; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields.

**ENQUIRIES** : Mr M Benting Tel No: (021) 931 0236

**POST 37/272** : **CHILD AND YOUTH CARE SUPERVISOR: FACILITY MANAGEMENT (VARIOUS LOCATIONS) REF NO: DSD 119/2023**

**SALARY CENTRE REQUIREMENTS** : Grade 1: R231 339 per annum, (OSD as prescribed)  
: Department of Social Development, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills; Presentation and facilitation skills; Work effectively with Social Workers and members of multi-sectoral teams in social service delivery.

**DUTIES** : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes;

- Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.
- ENQUIRIES** : Mr E Buys Tel No: (021) 986 9100
- POST 37/273** : **STAFF NURSE: PROFESSIONAL SERVICES (POSTS AVAILABLE AT VARIOUS LOCATIONS) REF NO: DSD 117/2023**
- SALARY** : Grade 1: R199 725 - R222 939 per annum, (OSD as prescribed)  
Grade 2: R237 210 - R264 948 per annum, (OSD as prescribed)  
Grade 3: R277 752 - R377 860 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
- DUTIES** : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
- ENQUIRIES** : Mr E Buys Tel No: (021) 986 9100

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 03 November 2023
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

<b><u>POST 37/274</u></b>	:	<b><u>DIRECTOR: DISTRICT DIRECTOR REF NO: 334</u></b> Directorate: West Coast Education District Office
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Paarl An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 6 years' experience at a middle/senior managerial level within an educational environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS) submitted prior to appointment. Additional Requirements: Proven relevant management experience in an education environment. Valid driver's license. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.
<b><u>DUTIES</u></b>	:	Lead and manage the following sub-components within the district office: Corporate services. Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement, and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.
<b><u>ENQUIRIES</u></b>	:	Ms H Van Ster Tel No: (021) 467 2089
<b><u>POST 37/275</u></b>	:	<b><u>DIRECTOR: STRATEGIC PEOPLE MANAGEMENT REF NO: 335</u></b> Directorate: Strategic People Management
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town An undergraduate qualification (NQF level 7) as recognised by SAQA; At least 6 years' experience at a middle/senior managerial level within an educational environment which includes Examination Administration and Assessment Management; Successful completion of the Certificate for entry into the Senior Management Service (SMS) submitted prior to appointment and Valid driver's licence. Additional Requirements: Proven relevant management experience in a people management environment. Proven excellence in strategic people (HR) framework development and implementation.
<b><u>DUTIES</u></b>	:	People Policies, Systems and People Planning. Manage the development, implementation and reporting of relevant people policies, strategies, and guidelines. Manage the development, maintenance and reporting on relevant people information. Oversee the development of a Human Resource Plan (inclusive of Employment Equity and Disability). Oversee the development, maintenance and reporting on a people operational management system. Provide human resource research and product development. Co-ordinate collate and quality assure HR information in the Annual Report. Manage, monitor, evaluate and report on HR matters. Post provisioning and organization development alignment. Oversee post provisioning planning for the educator and public service sectors by analysing trends, preparing best scenarios and monitoring implementation. Coordinate organisational development interventions, job evaluation and change management. Consultation support on the post provisioning and organization development processes. Ensure sound establishment monitoring mechanisms with relevant reporting and efficiency identifications. People Empowerment. Manage an Employee Health and Wellness Programme (HIV/Aids, EAP). Manage Human Resource Development and Empowerment services: Co-ordination and reporting on the Work skills Plan. Bursary Management. Internship provision and management. Management and Leadership Development. Performance Management and

Advisory Services. Facilitate quality alignment and moderation of all performance management instruments for the public service and educator sectors. Ensure accountability alignment in terms of the performance management instruments. Manage, guide, implement and report on a Performance Incapacity process. Performance and Ethics Administration. Manage the Ethics framework, inclusive of SMS Financial Disclosures and Remunerative Work Outside the Public Service (RWOPS). Develop, implement, and maintain individual performance management systems in accordance with national and provincial guidelines for both the educator and public service sectors. Management of pay and grade progression processes. Probation management for the educator and public service sectors.

**ENQUIRIES**

:

Mr M Cronje Tel No: (021) 467 2080