

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

CLOSING DATE : 06 May 2024
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 12/109 : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 12/2024**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities; and; Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; and; Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.

DUTIES : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); and Manage the planning and reporting on the Conditional grants of the Programme.;

ENQUIRIES : Mr Darryl Jacobs Tel No: (021) 808 5013
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

OTHER POSTS

CLOSING DATE : 06 May 2024
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 12/110 : **DEPUTY DIRECTOR: PRODUCTION ECONOMICS REF NO: AGR 16/2024**

SALARY : R958 824 per annum (Level 12), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate Honours degree (equivalent or higher qualification) with Economics and/or Agricultural Economics as major subjects; A minimum of 6 years relevant experience of which 3 years is managerial experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None; Competencies: Knowledge in the following: Agriculture and agribusiness environment; Economic and financial (advanced) analytical techniques.; Skills needed: Computer literacy in MS Office packages (Word, Excel, PowerPoint etc); Appropriate strategic management and leadership skills; Advance communication skills (written and verbal/presentation); Negotiation skills (advanced); Proven ability to conduct research, analytical skills and to conceptualise policy; Ability to network.

DUTIES : Manage the Division: Production Economics by performing administrative functions (human resource, financial, strategic planning); Manage the application, adaptation of and or development of models e.g. enterprise budgets among others in order to reflect the current situation and or forecast/project possible scenarios; Manage and conduct in-depth study/research of development/patterns/trends in a specific agricultural environment (production, reform, farm management, business support etc.) and compile final outputs e.g. reports, position papers, information documents etc.; Manage the analyse/identification of economic questions/challenges in the filed production/farm management and rural development economics; Manage the provision of advice to internal and external stakeholders and including development, monitoring and evaluation of business plans

ENQUIRIES : Ms B Matoti Tel No: (021) 808 5213
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/111 : **STATE VETERINARIAN: VETERINARY PUBLIC HEALTH REF NO: AGR 14/2024**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving licence.; Recommendation: Masters degree (or higher qualification); Experience in monitoring, auditing and control of meat safety in abattoirs. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Ante-mortem and post-mortem examinations of animals/birds, with special reference to zoonotic or other conditions that may affect humans; International requirements regarding meat safety, in particular requirements of the Codex Alimentarius Commission; Animal Disease Act, 1984 (Act 35 of 1984); Auditing of food establishment; Pathology Skills needed: Asset management; People management; Proven communication (written and verbal); Ability to work independently in a team; Work accurately and precisely; Work under stressful conditions.

DUTIES : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Public Health; Render Veterinary Services through the implementation of relevant legislation; Provision of training development and awareness programmes (extension and outreach services) to communities with regards to Veterinary Services; Perform administrative and related functions; Keep abreast with Veterinary legal, policy frameworks, journals, publications and attend relevant professional development interventions.

ENQUIRIES : Dr M Wolhuter Tel No: (021) 808 7606
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/112 : **AGRICULTURAL ECONOMIST: MARKETING AND AGRIBUSINESS (ELSENBURG) REF NO: AGR 09/2023 R1**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Honours degree or equivalent qualification with Economics and/or Agricultural Economics as major subjects; A valid (Code B or higher) driving licence. Recommendation: Food Science courses as part of your tertiary qualification; Experience in agricultural value chain(s); Working knowledge of the following: Agricultural marketing environment; Agricultural value chain/s; Agro-processing sector. Competencies: Knowledge of the following: Clear articulation of the challenges faced by the agricultural sector in relation to value addition; Understanding niche markets and value adding for agricultural products; Proven computer literacy; Excellent networking, report writing and presentation skills; Ability to communicate technical information accurately; Written and verbal communication skills.

DUTIES : Perform market research with key emphasis on agricultural products, markets and value chains based on the department strategic/operational plan; Produce agricultural market information reports and other related systems/databases; Communicate with industry role players and represent the Western Cape on various platforms; Respond timely to enquiries relating to agricultural market information; Perform administrative and related functions.

ENQUIRIES : Ms L Thabethe Tel No: (021) 808 7733

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/113** : **COMMUNITY DEVELOPMENT OFFICER (BEAUFORT WEST) REF NO: AGR 13/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate B-Degree/Advanced Diploma (or higher qualification); A minimum of 3 years experience in community development/rural development including farm worker environments.; Recommendation: A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community development, rural development and agri worker sector; Maintaining a record management system; Record minutes and decisions at meetings; Relevant legislation/policies/ prescripts and procedures; Basic financial administration; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Project management; Facilitation, implementation and participation in community outreach programmes and Awareness sessions; Training and capacity buildings; Stakeholder engagements within the rural community context; Compliance in financial management policies and prescripts; Administration and report writing.
- ENQUIRIES** : Ms D Strydom Tel No: (021) 808 5086
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/114** : **CLEANER: VETERINARY SERVICES (STELLENBOSCH) REF NO: AGR 17/2024**
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET). Competencies: A good understanding of the following: General cleaning methods; Operating equipment. Skills in the following: Good communication skills; Basic numeracy skills; Proven literacy skills; Ability to work independently and as part of a team; Ability to work accurately and precisely.
- DUTIES** : Main duties will be performing general cleaning duties in the administrative and laboratory buildings; Cleaning duties in staffroom kitchen; Daily completion of cleaning records; Sending and receiving of laundry; Use of general and electrical cleaning equipment; Preparation of cleaning agents.
- ENQUIRIES** : Mr F Dreyer Tel No: (028) 808 7512
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

OTHER POSTS

- POST 12/115** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: CAS 14/2024**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management, Public Management or Supply Chain Management; A minimum of 6 years relevant experience in a Supply Chain Management environment. A minimum of 3 years management level experience; A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: More than 6 years relevant experience in a Supply Chain Management environment of which more than 3 years must be on a managerial level. Competencies: Knowledge and Experience of the following: Public Finance Management Act, National Treasury Regulations, Provincial

Treasury Instructions, PPPFA and related Supply Chain Management legislation and policy development; Bid Committees; Developing Strategic Sourcing Strategies; SCM policy and Standard Operating Procedures development; Management of electronic procurement systems and procurement planning tools; Managerial best practices; Knowledge management. Skills needed: Implementation of Supply Chain Management best practices to optimise operational efficiencies; Demonstrate aptitude for figure-based work; Written and oral communication; Sound organising and planning; Presentation; Decision-making; Conflict Management; Interpersonal; Project Management; Research; Ability to function under pressure; Ability to interpret Supply Chain Management legislation. Proven Computer literacy (MS Office: Word, Excel, Power Point, Outlook; LOGIS; Financial Systems)

DUTIES : Demand and Acquisitions Management; Logistics and Contract Management; Asset Management; Supply Chain Management Governance; Policy development, review and implementation; Management of Internal and External Audit processes and People Management.

ENQUIRIES : Ms B Rutgers Tel No: (021) 483 9525

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

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/116 : **DEPUTY DIRECTOR: INFRASTRUCTUR, RESEARCH AND EVENT SUPPORT SERVICES, REF NO. CAS 17/2024**

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

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year B- Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in management and administration. Recommendation: A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Management; Human Resources; Knowledge in Infrastructure, reserach, major events and sport tourism. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Managing staff; Managing budgets; Ensuring smooth operations of the component; Leadership; Human resources.

ENQUIRIES : Mr T Tutu Tel No: (021) 483 9621

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

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/117 : **ASSISTANT DIRECTOR: CULTURAL PROMOTION REF NO: CAS 08/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year post matric qualification (equivalent or higher qulaification) in the Social Sciences field. A minimum of 5 work experience within customary/arts and culture Recommendation: A valid (Code B or higher) driving licence, or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Cultural practices within a diverse society;

Research processes and methodologies; Stakeholder management; Skills needed: Prove computer literacy (MS office package: Word, Excel, PowerPoint); Project Management; Planning and organising; Communication(Written and verbal).

DUTIES : Support relating to arts and cultural practice programmes; Stakeholder Management; Operational planning and reporting; People Management; Financial Management.

ENQUIRIES : Mr T Mchunu Tel No: (021) 483 9672

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

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/118 : **ASSISTANT DIRECTOR: SCHOOL SPORT DEVELOPMENT REF NO: CAS 19/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience. Recommendation: A valid driving license (Code B or higher) or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Neighbouring School Programme and relevant next-level participation; Recreation-based activities, school sport and neighbouring school activities and relevant next-level participation; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people Skills needed: Numeracy, literacy, proven computer literacy; Project management; Presentation; Networking; Written and verbal communication; Interpersonal skills.

DUTIES : Manage the identification, confirmation and support of Neighbouring School Centres within the Western Cape; Oversee the participation rates at each relevant institution (school) and ensure that they comply with the minimum requirements of participation; Manage the implementation of the School Sport Programme and the Neighbouring School Programme in line with the correct processes and procedures relevant to recruitment, lesson plans, equipment provision and procurement of goods and services to provide support; Manage the collection of statistics, collate reports and maintain a database of participants and track their development; Monitoring and evaluation; Human Resource Management.

ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530

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

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/119 : **COMMUNICATION OFFICER REF NO: CAS 09/2024**

SALARY : R359 517 per annum (Level 08)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate (3-year National Diploma/B Degree or higher qualification); A minimum of 1 year relevant experience in a Communications or Journalism environment. Recommendation: A valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Experience in social media content production. Competencies: Knowledge of writing, editing and photography Skills in the following:

		Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication skills (written and verbal); Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Sourcing and writing news stories; Photography – taking high quality photos to accompany news stories and to be used on external platforms; Uploading content to the departmental website; Procurement tasks.
<u>ENQUIRIES</u>	:	Ms T Colyn Tel No: (021) 483 9877
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>NOTE</u>	:	Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 April 2024
<u>POST 12/120</u>	:	<u>LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES</u> <u>REF NO: CAS 11/2024</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Terminology development; Well versed in English and IsiXhosa. Competencies: Knowledge of the following: Profound working knowledge of at least two official languages; Editing and translation of documents; Skills in the following: Excellent written and verbal communication in English and isiXhosa; Excellent language skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Strong planning and organisational skills.
<u>DUTIES</u>	:	Render language advisory services; Translate documents in the official languages; Edit documents; Facilitate provision of interpreting services; Develop and record terminology; Compile and maintain databases relating to language matters; Perform administrative tasks.
<u>ENQUIRIES</u>	:	Fikile.Gosa@westerncape.gov.za
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>NOTE</u>	:	Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 April 2024
<u>POST 12/121</u>	:	<u>CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 07/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences or related field. Recommendation: Work experience within customary, cultural practices or arts and culture; 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: Cultural practices within a diverse society; Research processes and methodologies; Stakeholder management; Project management. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning and organising; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Support relating to arts and cultural practice programmes; Stakeholder management; Operational planning and reporting; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Mr T Mchunu Tel No: (021) 483 9672

<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>NOTE</u>	:	Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 April 2024
<u>POST 12/122</u>	:	<u>DATA ANALYST: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO: CAS 15/2024</u> (12 Months contract position)
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma/B-Degree (equivalent or higher qualification) in Strategy development, Management, Data systems development or Data Analysis; A minimum of 1 year experience in the data field. Recommendation: Masters degree in Information Systems, Economics, Mathematics, Statistics, Finance; Experience in the after school sector, research and knowledge management; A valid (Code B or higher driving licence).NB: People with disabilities that restrict driving abi Competencies: Knowledge of the following: Social Science; Information Sciences; Quantitive and qualitative analytical capability; Ability to perform the following: Interpret and present complex data and statistics for a non-technical audience (written, visually and verbally); Ability to work with people from diverse backgrounds Skills needed: Organising and executing; Coping with pressures and setbacks; Written and verbal communication; Proven computer literacy; Programming and API development.
<u>DUTIES</u>	:	Data systems development and management including adapting and refining information systems and tools for data collection and management; Data management and analysis for both youth and beneficiary data including analysing data and identify problems and potential solutions. This includes managing data capture, merging of multiple data sets, analysis of results, analysis of trends and commentary on these to assist managers make evidence-based decisions; Building the capacity of partners and the admin team to support the data needs of the organisation; Packaging data for presentations and decision making; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.
<u>ENQUIRIES</u>	:	Mr W Crawford Tel No: (021) 483 9844
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.com
<u>NOTE</u>	:	Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
<u>CLOSING DATE</u>	:	29 April 2024
<u>POST 12/123</u>	:	<u>SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF NO: CAS 16/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Department of Cultural Affairs and Sport, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). A valid code B (or higher) driving licence Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation,

education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.

DUTIES : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Assist with the setting-up of indigenous games structures within local and district municipalities; Assist with the establishment of indigenous games league matches; Coordinate and implement compliance; People management.

ENQUIRIES : Ms M Roberts Tel No: (021) 483 9712

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

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

CLOSING DATE : 06 May 2024

POST 12/124 : **REGISTRY CLERK: RECORDS REF NO: CAS 12/2024**

SALARY : R202 233 per annum (Level 05)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer; Knowledge and experience with MyContent/Electronic Content Management (ECM). Competencies: Knowledge of the following: Electronic Content Management (ECM); Job requirements. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook, etc); Good verbal and written communication; Interpersonal; Flexibility; Teamwork; Ability to work independently and as part of a team.

DUTIES : To provide a registry service; Handling of incoming and outgoing correspondence; Render and effective filing and record management service manually and electronically; Operate the office machines in relation to the registry function; Processing and process documents for archiving and/disposal; Electronic Content Management (Creating files, Scanning, Indexing).

ENQUIRIES : Ms M Wood Tel No: (021) 483 9614

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

NOTE : Shortlisted candidates will be required to submit documentation for verification purposes and criminal record vetting. These candidates will be required to attend interviews on a date and time determined by the department and may also be required to undergo competency assessments/proficiency tests. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for unemployment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 1370 214. For all other queries relating to the position, kindly contact the enquiries personas indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 29 April 2024

POST 12/125 : **PRESERVATION ASSISTANT: PRESERVATION SERVICES REF NO: CAS 18/2024**

SALARY : R147 036 per annum (Level 03)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification; A minimum of 1 year experience in the Preservation and Conservation field. Recommendation: National diploma in Archival studies; Experience in working at archives storage rooms; Experience in the care and handling of heritage collections; Ability to lift boxes up to 40kg; Proven computer literate. Competencies: Archival collections and their organisation, as well as of archival legislation; Proven computer literacy. Skills in the following: Good hand-eye coordination and hand skills; Accuracy and neatness; Organising, planning and research skills; Self-motivated and able to work under solitary conditions within the stack room areas; Time management skills appropriate to practical hand-skill work.

DUTIES : Maintenance of holdings; Stockroom maintenance; Skills development and administration.

ENQUIRIES : Ms C Ngobo Tel No:(021) 483 0434

APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

CLOSING DATE : 29 April 2024

POST 12/126 : **GROUNDSMAN SCHOEMANSPOORT CULTURAL FACILITY, OUDTSHOORN REF NO: CAS 10/2024**

SALARY : R125 373 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET); A valid code B (or higher) driving license. Recommendation: Relevant experience in maintenance of buildings and usage of equipment. Competencies: Knowledge of the following: Basic verbal and written communication; Time management; Interpersonal interaction. Skills in the following: Basic skills in repairs to plumbing, electricity etc; Proficient with operating tractors, power tools; Ability to work independently and as part of a team; Ability to follow verbal and written instructions.

DUTIES : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants, flower beds etc; Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not requires specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facility; Working overtime during the week, public holidays and weekends to assist with requests from clients - (via booking of the facilities).

ENQUIRIES : Ms L Jeptha Tel No: (021) 483 9722
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

CLOSING DATE : 29 April 2024

POST 12/127 : **MESSENGER: RECORDS REF NO: CAS 13/2024**

SALARY : R125 373 per annum (Level 02)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10 or equivalent qualification). Recommendation: A valid code B (or higher) driving license; Working knowledge and experience of MyContent/ECM and the registry environment. Competencies: Knowledge and understanding of the following: Messenger Services; Job requirements; MyContent/ECM; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook, etc.). Skills in the following: Basic communication skills; Interpersonal skills; Flexibility; Ability to work independently and as part of a team.

DUTIES : Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences (mail, parcels, documents and files); Record and control correspondence register; Sort mail, files, documents and parcels; Ensure that items to collect are sealed and addressed; Collect mail, files, documents and parcels from addressor; Deliver mail, files, documents and parcels to addressees; Ensure that the recipients sign on the delivery book/register; Record contents and physical addresses in the delivery book/register; Perform general office assistant tasks: Make copies, fax and shred documents.

ENQUIRIES : Ms M Wood Tel No: (021) 483 9614

- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.
- CLOSING DATE** : 29 April 2024

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 06 May 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 12/128** : **ADMINISTRATIVE OFFICER: ENVIRONMENTAL LAW ENFORCEMENT (GEORGE) REF NO: EADP 07/2024**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 1-2 year post school qualification (equivalent or higher); A minimum of 3 years office administrative experience. Recommendation: Working knowledge and experience of procurement and administration processes. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Procurement policies and procedures; Human Resource policies and procedures; PFMA (Public Finance Management Act), financial policies and procedures; Database and record management; Skills in the following: Communication (written and verbal); Office management skills; Proven computer literacy and data management skills.
- DUTIES** : Logistical management; Procurement administration; Budget administration; Human Resource administration; Record keeping; Provide administrative support services to the Directorate; Maintain and update relevant databases.
- ENQUIRIES** : Bulelwa Nkwatani Tel No: (021) 483 8008

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.

MANAGEMENT ECHELON

- POST 12/129** : **DIRECTOR: SUPPLY CHAIN SOURCING**
Directorate: Supply Chain Sourcing
- SALARY** : R1 162 200 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in SCM/Finance or equivalent field as recognized by SAQA with at least 5 years' experience at a

middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of Supply Chain Sourcing within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Working knowledge of the following: Government practices, policies and procedures. Human Resource Management practices. Ability to work under pressure and to handle matters of a confidential nature. Sound problem-solving skills, written communication skills, presentation skills, advanced computer literacy, report writing, and project management skills are essential. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Working knowledge of Public Finance Management Act, Treasury Regulations and guidelines, SCM Regulations, practice notes, circulars, policy frameworks, Preferential Procurement Policy Framework Act and its associated regulations, SCM: A guide to Accounting Officers and Authorities, The Construction Industry Development Board (CIDB) Act, 38 of 2000; Broad-Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP), Economic Reporting Framework, Framework for Infrastructure Delivery and Procurement Management.

DUTIES : Responsible for integrated demand, acquisition, and contact management services for the department through the development, implementation, and maintenance of a transformative approach to sourcing. The incumbent must perform vigorous analysis of data and apply analytical skills to identify cost-saving strategies and efficiencies to improve strategic sourcing decision making for the department. It is expected that the incumbent will establish, develop, implement and maintain an Acquisition Management System, inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management functions. The incumbent must ensure that a fully functional Committee Structure for the SCM System is in-place. The incumbent is responsible for the complete implementation in respect of Strategic Sourcing for strategic commodities in the Department. Ensuring the coordination and integration of demand and acquisition management processes regarding clinical, non-clinical and infrastructure services. The incumbent is responsible for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, management of Support Service with key partners within the Directorate. Ensure regular reporting to management, stakeholders and other organisations as may be required. Responsible for the management, reporting, and the coordination of legal challenges as received by the Department. The incumbent is responsible for the development and maintaining of a positive culture in the directorate sourcing which includes change management initiatives, conflict resolution and mitigating risks that could negatively affect the organizational culture.

ENQUIRIES : Ms E Isaacs Tel No: (021) 483 4732, email: Esmereldah.Isaacs@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 April 2024

OTHER POSTS

POST 12/130 : **MANAGER: MEDICAL SERVICES: GRADE 1**

SALARY : Grade 1: R1 288 095 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services, Human Resources and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery systems, policies and laws, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES : Effective leadership and management of staff through leading, growing and motivating staff, and enabling a culture of teamwork. Fostering trust and care with staff and stakeholders and growing

connectedness. Taking responsibility for own behaviour, decision-making and conduct. Overall strategic and on-the-ground operational management, clinical and corporate governance of clinical service departments. Effective and efficient management of Clinical Departments rendering appropriate, comprehensive, equitable, affordable and accessible secondary/tertiary/quaternary services at Red Cross War Memorial Children's Hospital in a resource-constrained environment. Participation in Geographic Service Area for service redesign to strengthen the equity of access to tertiary care. Special portfolios/ projects, which may include data collection, manipulation and analysis. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Management of feedback from the public and resolution of complaints in order to have continuous improvement of technical quality, internal efficiency and effectiveness of services. Provide platform for teaching, training, development and research to improve overall child wellbeing. Effective management of financial resources.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005, anita.parbhoo@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 April 2024

POST 12/131 : **CLINICAL MANAGER: GRADE 1**
 Chief Directorate: Emergency and Medical Services Support

SALARY : R1 288 095 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid driver's license. Valid PrDP (Professional Driver's Permit). Willingness to perform after-hours duties and respond to major emergencies mass casualty events and medical and trauma-related incidents. Competencies (knowledge/skills): Advanced Computer literacy. Appropriate experience in managing large and diverse components. Relevant clinical skills in pre-hospital Emergency and Trauma Medicine and an in-depth knowledge of Emergency Medical Services Systems. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Understanding of and proven competencies in the Information Management field, Emergency Communications Systems field, Facilities and Fleet management.

DUTIES : Act as a strategic link between finance and supply chain management, ensure, through oversight and intervention, that all People Management policies and procedures are adhered to, and that complaints, queries and compliments are responded to in a timeous manner. Clinical representation for WC EMS with regulatory bodies as well as strengthening and improvement of service delivery through the development and implementation of collaborative clinical standards. Collaborative engagement with civil society to ensure patient input into evidence-based medicine and responsive coordination and management of incident response as it relates to emergencies and non-emergencies. Ensure readiness for major incidents and disaster situations and manage the health and safety of patients, staff and working environments. Establish and maintain a clinical governance framework system within EMS and ensure the community of practice is strengthened within the Western Cape. Respond to and manage health emergencies and major incidents within the province, and in collaboration with all stakeholders. Strategic policy development for contract centres and ensure that information management is strategically utilized to monitor and improve the performance of EMS.

ENQUIRIES : Mr C Wylie Tel No: (021) 508-4517
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 April 2024

POST 12/132 : **MANAGER: PHARMACEUTICAL SERVICES**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R1 197 150 per annum, (A portion of the package can be structured according to the individual's personal needs)
CENTRE : Medicine Management, Bloods and Labs, (Cape Medical Depot)
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. Willingness to be registered with the SAPC as the Responsible Pharmacist of the CMD with a signed undertaking to abide by the ethical rules of the Pharmacy Act 53 of 1974. Experience: A Minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid Driver's licence. Extensive management experience within the pharmaceutical sector, including knowledge of logistics services with

respect to pharmaceutical supplies. Competencies (knowledge/skills): Leadership and managerial skills. High level of Computer Literacy. Detailed knowledge of computerised stock control system/s, and accounting principles in the Public Sector. Sound knowledge of pharmaceutical supply chain management. Detailed knowledge of departmental, provincial, and national procurement legislation and prescripts. The ability to work under pressure to finalise tasks within deadlines as well as leading a team. Sound knowledge of the: Medicines and Related Substances Act 101 of 1965; Pharmacy Act 53 of 1974; Public Finance Management Act 66 of 1995; Occupational and Health Safety Act of 1992; Preferential Procurement Policy Framework Act, 2000; Liquor Act 15 of 1973; National Environment Management Act 107 of 1998 and all other relevant Acts pertaining to procurement, warehousing and distribution of pharmaceuticals in the government sector.

DUTIES : The management of all aspects relating to the procurement, warehousing and distribution of pharmaceuticals and related items by the Cape Medical Depot and Oudtshoorn Medical Depot to all health facilities and relevant service providers in the Western Cape Government in accordance with Chapter 6 of the National Drug Policy and in accordance with all prevailing legislation and policies for the provision of an adequate, cost-effective and safe pharmaceutical supply of good quality. Financial management and control of the CMD and OMD with respect to the allocated budget. Medicine Supply Management Strategic Management as it relates to the CMD and OMD. All aspects of People Management including the training and skills development of staff at the CMD.

ENQUIRIES : Ms K Lowenherz Tel No: (021) 483 8702
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 April 2024

POST 12/133 : **DEPUTY DIRECTOR: ADMINISTRATION (PUBLIC HEALTH QUALITY IMPROVEMENT) (X2 POSTS)**
 Chief Directorate: Emergency and Clinical Support Services (Stationed at City of Cape Town) (12 Month Contract)

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Service Priorities Coordination (G2G USAID Implementation)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health-related National Diploma/Degree or equivalent, registerable with the South African Health Professions Council of South Africa. Experience: Appropriate experience as a quality improvement advisor. Appropriate experience working with improvement teams. Appropriate experience teaching the SOI concepts, methods and tools to teams and management groups. Appropriate Experience in project management and quality assurance methodologies. Appropriate experience in the public health sector. Inherent requirements of the job: Valid driver's license. Willingness to travel to the districts and National offices. Willingness to perform overtime when required. Competencies (knowledge/skills): Expertise in the use of Microsoft Office suite of products. Exceptional numerical skills. Sound communication, presentation and interpersonal skills. High analytical and critical thinking skills, problem analysis and solving skills. Strong project management skills, and ability to work independently. Advanced computer literacy in MS Office (MS Word, Excel, and PowerPoint).

DUTIES : To establish a learning health system, with quality improvement (QI) embedded within management systems and processes. Implement and monitor QIPs to improve linkage and retention for PLHIV. Implement and monitor QIPs to increase TB testing. Implement and monitor QIP to improve linkage and retention for PWTB.

ENQUIRIES : Ms A van Zyl Tel No: (021) 815-8743
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 April 2024

POST 12/134 : **DEPUTY DIRECTOR: ADMINISTRATION (HAST)**
 Chief Directorate: Emergency Clinical Services Support (Stationed at City of Cape Town) (12 Month Contract)

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Directorate: Service Priorities Coordination (G2G USAID Implementation)
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent, registrable with the South African Health Professions Council of South Africa. Experience: Appropriate experience in the management and coordination of public health programmes, including HIV/AIDS/STI/TB. Appropriate experience with donor agencies and funded NGO's. Inherent requirements of the job: Valid driver's license (Code B). Willingness to perform overtime when required. Willingness to travel to the district and National Offices. Competencies (knowledge/skills): Advanced computer literacy in MS Office (MS Word, Excel, and PowerPoint). Expertise in the use of Microsoft Office suite of products. Exceptional numerical

skills. Project Management, Strategic Planning and research skills. Interpersonal relationships, Learning Orientation, Resilience, Planning and organising. Ability to produce and evaluate detailed policy documentation and to produce reports of a high standard. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions.

DUTIES : Assist City Health HAST to co-ordinate HAST programme. Support the process of MOA and Work Plan approval for NGOs/NPOs doing HAST work. Support linkage of externally funded NPO partners at district and local level Liaise with relevant stakeholders such as DOH, service providers, NGOs. Identify and interact with non-health sector e.g. education, social services.

ENQUIRIES APPLICATIONS : Ms A van Zyl Tel No: (021) 815 8743
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").3

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 26 April 2024

POST 12/135 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District

SALARY CENTRE REQUIREMENT : R627 474 per annum
: Prince Alfred Hamlet CC (X1 Post), Nduli CC (X1 Post) Witzenberg Sub-district
: Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e., R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control, act in facet of Health, support, security, cleaning-Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procuring. Implement policies, prescripts, and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement, collect, verify and timeous submit accurate statistics.

ENQUIRIES APPLICATIONS : Mr L Wawini Tel No: (023) 316-9600
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a Competency tests.

CLOSING DATE : 26 April 2024

POST 12/136 : **EMS SUB MANAGER GRADE 2 TO 4 (X2 POSTS)**
Chief Directorate: Emergency Clinical Services Support

SALARY : Grade 2: R508 896 per annum
Grade 3: R565 179 per annum
Grade 4: R625 089 per annum

CENTRE : West Coast EMS (X1 Post)
Central Karoo EMS (X1 Post)

REQUIREMENTS : Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 3:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an ECT, CCA or ECP. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills):

Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.

DUTIES : Effective management of emergency medical services for the Sub-District. Effective support to District Manager and act in management capacity when required. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Ensure effective management of Emergency Fleet and equipment. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts.

ENQUIRIES APPLICATIONS : Ms E Adonis Tel No. (021) 944-9245/9220
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 April 2024

POST 12/137 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 220 (PN-B2) per annum

CENTRE : Gugulethu CHC (X1 Post)
Hanover Park CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualifications in the relevant speciality as mentioned above. Inherent requirements of the job: Willing to work shifts, day- night duty, and public holidays. Competencies (knowledge/skills): Computer literacy (MS Office). Good interpersonal, planning and organisational skills.

DUTIES : Adheres to policy and procedures as laid down by professional governing body. Assist with management of human resources and finance. Perform clinical nursing practice and promote quality nursing care in accordance with scope of practice and nursing standards as determined by the relevant health facility. Provide continuous holistic and comprehensive nursing care. Render an effective and comprehensive nursing treatment and care to patients. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.

ENQUIRIES APPLICATIONS : Ms T Mveli Tel No: (021) 699 -8624
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: in Advanced Midwifery and Neonatal Nursing Sciences with the South African Nursing Council.

CLOSING DATE : 26 April 2024

POST 12/138 : **ASSISTANT DIRECTOR: HEALTH SUPPORT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R424 104 per annum

CENTRE : Directorate: Provincial Council on Aids and TB

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Health-related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa/South Africa Nursing Council or Social/Management Science. Experience: Appropriate experience in programme development and management. Appropriate experience in public health management and/or social development Inherent requirements of the job: Valid Driver's licence. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Analytical and problem-

solving skills. Computer literacy. Knowledge and application of regulations, policies, procedures and indicators relevant to public health programmes. Project management skills.

- DUTIES** : Implement a sector-wide monitoring and evaluation framework and monitor progress of sector performance according to set timeframes. Provide a professional support function to the Chief Directorate: ECSS and the PCAT sub-directorate in terms of planning and management activities. Provide secretariat and technical assistance to the Programme Review Committee and Resource Mobilisation Committee of the Provincial Council on AIDs & TB. Provide technical assistance for the development and implementation of activities, programmes and projects that contribute to the NSP/PIP and other relevant strategies and/or plans. Support and strengthen multi-sector partnerships and projects across sectors to achieve the goals and objectives of the NSP/PIP.
- ENQUIRIES** : Ms N Van der Walt Tel No: (021) 815-8713
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 April 2024

POST 12/139 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INFORMATION MANAGEMENT) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services (Stationed at City of Cape Town)
(12 Month Contract)

- SALARY** : R424 104 per annum. Plus 37% in lieu of service benefits
- CENTRE** : Directorate: Service Priorities Coordination (G2G USAID Implementation)
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate Experience in public health data systems. Appropriate experience in training and change management. Inherent requirements of the job: Advanced computer literacy in MS Office. Excellent knowledge of common Electronic Health Systems in use at CCT, and MHS (including SPV). Valid Driver's licence. Willingness to travel to the districts and national office (DOH). Willingness to work overtime when required. Competencies (knowledge/skills): Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.

- DUTIES** : Strengthen implementation and entrench the use of TTAL (for linkage and retention). Strengthen implementation of existing DMOC in SD. Support the sub-district (SD) to increase the use of aggregate and person-level data to improve TB and HIV outcomes. Undertake data quality assessments.

- ENQUIRIES** : Ms A van Zyl Tel No: (021) 815 8743
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 April 2024

POST 12/140 : **MEDICAL TECHNOLOGIST: GRADE 1 TO 3**
Chief Directorate: Emergency And Clinical Support Services

- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum

- CENTRE** : Forensic Pathology Service and Division of Forensic Medicine, Stellenbosch University
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Technologist in Histopathology. Registration with a professional council: Registration with the HPCSA as a Medical Technologist in Histopathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum 11 years' experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified, of whom it is required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist (Histopathology) in respect of South African qualified employees. A minimum 21 years' experience after registration with the HPCSA in relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Above-average proven computer and software literacy. The ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure. Good laboratory practices, including Occupational Health and Safety practices. Good interpersonal relationships. The ability to function in a mortuary environment.

<u>DUTIES</u>	:	Perform technical duties in the day-to-day bench work. Assist the Pathologists in grossing of histology specimens retained at autopsy. Perform special staining techniques, including immunochemistry. Perform laboratory administrative duties.
<u>ENQUIRIES</u>	:	Mr J Segole Tel No: (021) 931 8043
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.)" Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/141</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Emergency Clinical Services Support (Stationed at City of Cape Town) (12 Month Contract)
<u>SALARY</u>	:	R359 517 per annum. Plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Directorate: Service Priorities Coordination (G2G USAID Implementation)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree or equivalent qualification. Experience: Appropriate experience in the health sector, Primary Health Care systems, and local and National Health management. Appropriate experience in data quality management, interpretation, and analysis. Appropriate experience in Monitoring and Evaluation of Health programmes and NPO workplans. Inherent requirements of the job: Valid driver's licence. Willingness to travel to the districts and National offices. Willingness to work overtime when required. Competencies (knowledge/skills): The ability to work both independently and as part of a team. The ability to work effectively under pressure and meet deadlines. Having appropriate planning and organizational skills. The ability to analyse and interpret data. Excellent time management skills, and willingness to gain new knowledge and attend training. Ability to communicate effectively. Ability to perform a detailed and critical analysis of the performance of the health care service and develop constructive interventions and reports of a high standard. Be familiar with legal and clinical aspects of the health programme and services. Advanced computer literacy in MS Office (MS Word, Excel, and PowerPoint)
<u>DUTIES</u>	:	Effective and efficient management of Health Information for Directorate: SPC Coordinate SPC Data Technical Support for WC Department of Health. Provide inputs to Conditional Grant, 95-95-95 report and DORA report. Support and assist NPOs, WCGDHW and CH staff training and troubleshooting. Monitor and communicate review, contracting M&E and scorecard process timelines/deadlines, and draw reports. Project Management. Administrative support to DD (G2G Milestones).
<u>ENQUIRIES</u>	:	Ms A van Zyl Tel No: (021) 815 8743
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/142</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency and Medical Support Services
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain environment. Inherent requirements of the job: A valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office): Word, Excel, Outlook (e-mail). Knowledge and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS, SYSPRO, ESL and EPS system.
<u>DUTIES</u>	:	Acquisition management of goods and services through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Assist in other components within Supply Chain Management. Assisting with monthly and quarterly reporting. Maintaining procurement plan and issuance databases. Manage the procurement section.
<u>ENQUIRIES</u>	:	Ms S Overmeyer Tel No: (021) 938-6763
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/143</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R294 321 per annum

<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in PERSAL. Appropriate experience in Human Resource Management. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Computer literacy (MS Word, advanced Excel and PowerPoint). Knowledge of the Human Resource Management Legislation and Policies. Project management knowledge and capabilities.
<u>DUTIES</u>	:	Effective support to supervisor and colleagues. Ensure an effective execution of Human Resource Administration function. Ensure Audit Compliance. Ensure effective and efficient Allowance Management. Ensure effective management of Registry. Managing of overtime budget.
<u>ENQUIRIES</u>	:	Ms E Adonis Tel No: (021) 944-9245/9220
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/144</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency And Clinical Support Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Forensic Pathology Services, South Cape Region
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in Clinical Administration. Appropriate experience in General Administration. Appropriate experience in typing of medico-legal or postmortem reports. Appropriate experience in BAS or LOGIS. Inherent requirements of the job: Valid (Code B/EB) Driver's license. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele principles. Ability to interpret and apply policies. Ability to communicate clearly and discreetly in person and in writing. Above-average Computer and software literacy in MS Word, Outlook, Internet, Excel, MS Teams and the ability to type 35 wpm. Adequate typing skills to do postmortem reports. Typing of reports pertaining to deceased persons. Ability to work under pressure. Good organizational and reporting skills.
<u>DUTIES</u>	:	Typing of autopsy reports and administrative documents. Efficient and Effective support with logistical arrangements. Efficient and Effective support regarding administrative processes to the Medical Personnel. Ensure that enquiries from authorized persons outside the service are dealt with efficiently. Efficient and Effective support regarding administrative processes to the George and surrounding facilities in the South Cape Region.
<u>ENQUIRIES</u>	:	Dr. M. Hurst Tel No: (044) 873 4370
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/145</u>	:	<u>FORENSIC PATHOLOGY OFFICER: GRADE 1 TO 2</u> Chief Directorate: Emergency and Clinical Services Support (Contract until 31 March 2025)
<u>SALARY</u>	:	Grade 1: R196 536 per annum Grade 2: R228 900 per annum Plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Forensic Pathology Service, Mossel Bay Laboratory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with having achieved English, Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 years appropriate experience. Inherent requirements of the job: Ability to work under pressure. Will be required to deliver testimony in court proceedings. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Be willing to travel long distances and work standby duties/overtime. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Valid Code B/EB Driver's licence. Competencies (knowledge/skills): Ability to be trained in 4x4 Vehicle handling. Computer and software literacy. Willingness to assist with duties in an X-ray room. Ability to communicate clearly and discreetly in person and writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies.
<u>DUTIES</u>	:	An effective and efficient management of Unknown corpses. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology laboratory. Effective and efficient recovery, storage and processing of deceased. Optimal control of reports and statements during and after the Forensic Mortuary.
<u>ENQUIRIES</u>	:	Mr. Lester Smith (Lester.Smith@westerncape.gov.za) Tel No: (044) 813-1890

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 April 2024
<u>POST 12/146</u>	:	<u>FORENSIC PATHOLOGY OFFICER: GRADE 1 TO 2</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R196 536 per annum Grade 2: R228 900 per annum
<u>CENTRE</u>	:	Forensic Pathology Services, Worcester Laboratory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate with having achieved English, Mathematics, Life Science and/ or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid (Code B/EB) Driver's licence. Ability to work under pressure. Ability to be trained in photography. Will be required to deliver testimony in court proceedings Willingness to be trained in Forensic Investigation and Dissection. Be willing to travel long distances and work standby duties/overtime Competencies (knowledge/skills): Computer and software literacy. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Ability to communicate clearly and discreetly in person and writing. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese).
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient management of Unknown corpses. An efficient support to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	:	Mr. P Albertyn Tel No: (023) 347 3535, email: Paul.Albertyn@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	26 April 2024

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	:	06 May 2024
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 12/147</u>	:	<u>DEPUTY DIRECTOR MECHANICAL SUPPORT SERVICES REF NO: DOI 35/2024</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or B Degree (or equivalent qualification); A minimum of 3 years relevant experience in at a managerial level; A valid (Code B or higher) driving licence.; Recommendation: 5 years management experience in a similar mechanical environment. 3 years relevant experience in administratoin, finance and HR support. Competencies: Knowledge of the following: Proven knowledge of relevant public service legislation, policies, regulations, guidelines, etc; Proven knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Proven knowledge of financial accounting, management accounting, scm, fleet administration, HR and general support services; Proven knowledge of public service procedures, processes and systems; Proven knowledge of Information, Database and Records Management; Proven knowledge of Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements, etc. as manager of the Sub-Directorate; Proven knowledge of the Staff Performance Management System (SPMS) and PERMIS; Proven knowledge of the Disciplinary Code and Procedures and Grievance Procedures for the Public Service; Proven knowledge of Labour Relations legislation and regulations. Skills needed: Communication (written and verbal); Decision making; Team leadership; Analytical skills; Financial Management; Computer Literacy; Planning and Organising; Conflict Management; People Management; Problem Solving and analysis; Ability to work independently; Ability to use various system.

- DUTIES** : Ensure effective general management and financial accounting; Effective supply chain management and fleet administration; Coordinate all human resource services; Plan the budget and manage expenditure to achieve unit objectives; People management; Manage the financial matters of the division.
- ENQUIRIES** : Ms M van Wyngaardt Tel No: (021) 959 7700 and email: marilise.vanwyngaardt@westerncape.gov.za
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/148** : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 40/2024**
- SALARY CENTRE REQUIREMENTS** : Grade A: R795 147 per annum, (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: An appropriate Electrical 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. Recommendation: None. Competencies: Knowledge of the following: Design of Education Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation ; PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems); Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement; Skills needed: Written and verbal communication; Research and development; Technical report writing; Good interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure.
- DUTIES** : Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; 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; Ensure thorough evaluation that planning and design by others are 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 utilization; 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** : Ms T Potgieter Tel No: (021) 483 4881
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/149** : **PRODUCTION ARCHITECT REF NO: DOI 28/2024**
- SALARY CENTRE REQUIREMENTS** : R687 879 per annum, (all-inclusive package), (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: A Bachelors Degree in Architecture (or relevant qualification); Compulsory registration with SACAP as a Professional Architect; A minimum of 3 years post qualification architectural experience; A valid driver's licence. Recommendation: Experience of contract documentation and administration, acts/regulations of OHS and relevant SANS. Competencies: Knowledge and Experience of the following: architectural planning & design, producing construction documentation and administration of the JBCC 2000 PBA and NEC3 ECC contracts, Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; optional experience in using Autodesk Revit and legal compliance with various acts including the Occupation Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; project management, financial management principles. Ability

to work under pressure and meet. Self-motivated. Conflict. Leadership, communication, organising and teamwork. Verbal and written communication skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES : Mr C Lourens Tel No: (021) 483 8262

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

POST 12/150 : **ASSISTANT DIRECTOR: MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 32/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/National or relevant qualification) in Urban/ Town and Regional Planning; A minimum of 3-years post qualification Town and Regional Planning experience; Registration with SACPLAN as a professional Town and Regional Planner on appointment; A valid driving licence. Recommendation: None. Competencies: Proven project management and administration skills; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to interpret relevant public service legislation, policies, prescripts and procedures; Report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Influence forward planning through the IDP and sectoral plans, Render technical support in Project planning and packaging, Undertake research/ analysys to minitor progression of projects, Provide inputs for SCOPA, parliamentary enquiries as well as for Minister briefing, Assist and contribute to the Development Plans for Priority Human Settlement and Housing Development Areas (PHSHDAs), Support the coordination of project identification, planning, bugdeting and implementation with provincial sector departments, Delegate and commit tasks to Candidate Planner, Manage leave, performace reviews and related HR matters, Ensure spending consistent to PFMA.

ENQUIRIES : Mr David Alli Tel No: (021) 483 4145

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

POST 12/151 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOI 37/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : A relevant 3-year tertiary qualification (National Diploma/ B-Degree or Higher); A minimum of 3 years experience in a management environment; A valid code 8 driver's licence. Recommendation: N/A. Competencies: Extensive knowledge in the following; National, Provincial and Departmental Policies, Frameworks, prescripts and practices related to the Department; Planning, Programme/Project Management, Data Analytics, Research, Monitoring and Evaluation processes and procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Propection Personal information Act; line functions and Departmental structure. Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy.

DUTIES : Assist with the development of Departmental Performance information policies, frameworks and procedures; Assist with the collation of Performance Information Management for Departmental Statutory Reporting (i.e. SP, APP, AR, QPR); Research and analysis on Monitoring and Evaluation Projects data; Verify and validate performance information on a regular basis to measure achievement against the performance indicators; Provide support to the management of the Sub-Directorate in terms of administrative activities that support the effective operations of the Sub-Directorate.

ENQUIRIES : Mr B Rahim at 082 873 6367

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

POST 12/152 : **ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: DOI 29/2024**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant administrative experience in Property Management or similar environment. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience working in Property Management; Project Management; Understanding; of Conveyancing Principals; Town Planning knowledge. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures, and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional, and local political,

economic, and social affairs impacting on the Western Cape Government; National and provincial strategies and policies on infrastructure, Provincial Strategic Plan, Western Cape Infrastructure Framework. Skills needed: Communication (written and verbal); Strategic thinking; Project management; Sound organizing; Planning; Time management; Initiative and creativity; Liaise with personnel at all levels; Presentation; Decision making; Ability to do the following: Engage in both independent research and as part of a team; To access research sources; Perform under pressure; Function as a team member.

DUTIES : Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process and in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of the EPRE (Estimates of Provincial Expenditure and revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyze all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the ;Department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan; Execute and implement acquisition of Immovable Property and Immovable Assets as per ad hoc approved requests for the Client Departments; Execute the following: The donation of immovable assets; Land Exchanges; The transfer of immovable assets in terms of the function asset follows function; Implement and Execute the Disposal of redundant properties of the Department and Public Works as per the requirements of the WCLA; Implement and Execute the Demolition of Buildings/ Structures; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate; Assist with the development and maintenance of acquisition programmes in line with the Directorates function.

ENQUIRIES : Ms E van der Westhuizen Tel No: (021) 483 5532
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/153 : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE REF NO: DO I41/2024**

SALARY : R410 388 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession(SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Recommendation: Competencies: Knowledge and experience in the following: Project management; Legal compliance; Architectural planning; Research and development; Computer-aided architectural applications; Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Proven computer skills; Planning and organising skills; People management skills, Good analytical , problem solving, Interpersonal and organizational skills, written and verbal communication skills, Computer Literacy (MS Project, Word, Excel and PowerPoint).

DUTIES : Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying Architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on Architectural-related matters.

ENQUIRIES : Mr Daniel Nugent Tel No: (021) 483 8084
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/154 : **CHIEF WORKS INSPECTOR (ELECTRICAL): HEALTH INFRASTRUCTURE REF NO: DOI 34/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Technical experience of Occupational Health and Safety Act and regulations. Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 [Electrical wiring code] Skills: Compilation of specifications and tender regulations; Proven computer literacy; Excellent report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.
- DUTIES** : Deliver infrastructure maintenance, upgrading and minor new works of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of education facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.
- ENQUIRIES** : Mr Kevin Kameri Tel No: (021) 483 5362
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/155** : **ADMINISTRATIVE OFFICER: PROVINCE: MONITORING AND EVALUATION REF NO: DOI 36/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A relevant tertiary qualification (National Diploma or or equivalent qualification); with a minimum of 3 years relevant experience. A valid code 8 drivers licence. Recommendation: None. Competencies: Knowledge and understanding in the following: Monitoring and Evaluation practices. Modern systems of governance and administration. Latest advances in public management theory and practice. Policies of the government of the day; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Constitutional, legal and institutional arrangements governing the South Africa public sector. Policy development. Government planning processes and cycles. Departmental operations. Inter-governmental and international relations.
- DUTIES** : Assist with the development, implementation, monitoring and review of the Monitoring and Evaluation System; Assist with the alignment of departmental policies, strategic planning and budget processes; Provide administrative support with Performance Monitoring, Evaluation and Reporting processes; Assist with the development of operational reviews and review of sub-directorate operations; To ensure horizontal and vertical alignment with programme office and other relevant Provincial and National Departments; Provide high level administrative support.
- ENQUIRIES** : Mr B Rahim at 082 873 6367
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/156** : **CHIEF WORKS INSPECTOR (BUILDING): GENERAL INFRASTRUCTURE (GEORGE) REF NO: DOI 38/2024**
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Department of Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or NTC 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Recommendation: Experience in the preparation of tender documentations and specifications; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of the following: Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Written and verbal communication in two of the three official languages of the Western Cape Province; Interpersonal relations; Proven computer literacy (MS Office); technical experience of building matters; familiar with contract administration and experience in the preparation of tender documentation and specifications.
- DUTIES** : Undertake inspections of buildings and compilation of reports; Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documents and specifications; Supervise and exercise quality control on projects; Manage contract administration.
- ENQUIRIES** : Mr Jean de Villiers Tel No: (044) 813 2801
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/157 : **CHIEF WORKS INSPECTOR (MECHANICAL), HEALTH AND EDUCATION INFRASTRUCTURE REF NO: DOI 43/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or NTC 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence and willingness to travel regularly. Minimum of 5 years building construction on-site experience. Technical experience of mechanical matters, familiar with contract administration and Occupational Health and Safety Act and relevant regulations Recommendation: 8 years or more building construction on-site experience; Appropriate experience in the mechanical environment. Contract administration with regards to the installation and maintenance of lifts, air conditioning, refrigeration, fire-fighting equipment, fi
Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations; [Electrical wiring code], compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new work of Health and Education Facilities; Ensure that project management and administration in respect of scheduled and unscheduled maintenance work are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of Health and Education Facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L Titus Tel No: (021) 483 5215
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/158 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS - BELLVILLE REF NO: DOI 39/2024 (X2 POSTS)**

SALARY : Grade A: R353 013 per annum
Grade B: R398 865 per annum
Grade C: R451 587 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 tertiary qualification (National Diploma/B-Degree) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience in Radio communications in the public safety environment. A valid Code B (or higher) driving license. Recommendation: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills (written, verbal and presentation).

DUTIES : Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 959 7700 and email address: Marilise.vanwyngaardt@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>

POST 12/159 : **ARTISAN FOREMAN (GRADE A): (BELLVILLE AND OUDTSHOORN) CENTRAL MECHANICAL WORKSHOP REF NO: DOI 33/2024**

SALARY : Grade A: R344 811 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Appropriate Trade Test Certificate; A minimum of 5 years post qualification experience as an artisan; A valid code EC driving licence with PrDP. Recommendation: Knowledge of basic welding; Experience in electric, hydraulic and air brake system. Competencies: Skills in the following: Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Occupational Health and Safety Act.

- DUTIES** : Supervise according to client specification and within limits of production capability of material and equipment according to job specification and recognized standards; Inspect equipment for technical faults; Repair equipment according to standards; Test repair equipment against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment; Perform administrative duties which include the completion of logs and time sheets and initiate orders; Handling S&T claims; Compile and submit reports as required; Provide inputs to the operational plan; Supervise and mentor staff; Planning of resources; Scheduling of works; Continuous individual development to keep up with new technologies and procedures; Maintain occupational health and safety standards.
- ENQUIRIES APPLICATIONS** : Ms Marilise van Wyngaardt Tel No: (021) 959 7700
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/160** : **STATE ACCOUNTANT: BOOKKEEPING AND CLAIMS REF NO: DOI 45/2024**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: A Grade 12 certificate or equivalent with Accountancy or Mathematics as passed subjects; A minimum of 6 years appropriate experience in financial accounting. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment; Working knowledge of general information support systems such as PERSAL and BAS. Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills required: Computer; Planning and organising; Language; Good Verbal and written communication.
- DUTIES** : Debt management; Disclosures in the financial statements and reporting; Supervise employees to ensure an effective financial accounting service; Monitoring and reporting on revenue and receivables.
- ENQUIRIES APPLICATIONS** : Ms Sonia Farao Tel No: (021) 483 5514
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- POST 12/161** : **TRADE WORKER (BELLVILLE) REF NO: DOI 69/2023 R1**
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 or equivalent qualification; A valid (Code EC or higher) driving license. Recommendation: Relevant experience. Competencies: Skills needed: Good verbal and written communication; Good people skills; Client orientated; Planning and Organising.
- DUTIES** : Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the mechanics in servicing the earthmoving equipment using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the mechanics; Remove heavy objects using the fork lifter; Take vehicles for roadworthy test; Transport and collect vehicles to the agents; Load and unload the transporter; Helping the artisans with condition report; Do fault finding and diagnosis in the equipment; Heat and cut the components with the cutting torch; Rust repairs and spray painting of Earthmoving equipment; Steam cleaning equipment before spray painting; Straightened and aligning of panels; Mixing of paint; Cleaning of spray boot; Making sure extractor fans is in good working condition; Draw of different paints and thinners and other materials to be used from stores; Preparing surface before welding; Welding frames for signboard; Able to do Arch welding, Mig welding, Gas welding, brazing and soldering; Able to cut material with cutting torch, plasma cutter and electrical cutter (e.g. grinder) as required; Warm up seized and rusted bolts and pins to be removed from earth moving equipment; Weld on new wear plates to the Frontend Loaders buckets and cracks on Grid Rollers frames; Removing from Earth Moving Equipment components to be repaired by welder and assemble; Operating Fork Lifter when required.
- ENQUIRIES APPLICATIONS** : Ms M van Wyngaardt Tel No: (021) 959 7700
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum) together with other requirements. The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be

considered. If you did not receive any correspondence within 3 months of the closing date, consider your application as unsuccessful.

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- 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 12/162** : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO: DOTP 25/2024**

- SALARY** : LP 7: R844 572 per annum, (all-inclusive salary package), (OSD as prescribed)
LP 8: R991 233 per annum, (all-inclusive salary package), (OSD as prescribed)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney;
LP 7: A minimum of 5 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience in a legal practice or legal department in the public or private sector. Recommendation: Experience in forensic investigations at manager level or criminal prosecutions or a related field; Experience in at least two of the following fields of specialisation, with a demonstrable interest in remaining fields: Criminal Law and Procedure; Law of Competencies: Knowledge of the following: Extensive experience in at least two of the below fields of specialisation, with a demonstrable interest in remaining fields: Criminal Law and Procedure, Law of Evidence, Constitutional Law, Labour Law and Administrative Law; A firm understanding of the legislation relating to Public Service, Public Finance and supply chain, Protected Disclosures and Protection of Personal Information; Legal drafting experience; Experience in presenting evidence and admissibility requirements and a keen interest in forensic investigations and fact finding. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal).
- DUTIES** : Forensic Services Methodology and Strategy: develop the legal risk, quality assurance and improvement programme to enhance knowledge of legislation, prescripts and legal precedents applicable to investigations; Legal advisory: Provide legal advice on legal issues or risks identified during forensic investigations; Quality assurance: quality assure forensic investigation reports from a factual, evidentiary and legal perspective; Institutional knowledge management: keep abreast of the law and precedents and capacity building of broader team.
- ENQUIRIES** : Mr R Janse van Rensburg Tel No: (021) 483 0901
- CLOSING DATE** : 06 May 2024

- POST 12/163** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 20/2024**

- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Appropriate tertiary qualification (B-Degree/Advanced Diploma or higher) majoring in Accounting and Auditing; A minimum of 3 years experience in Internal or External Audit or similar environment. Recommendation: Studying towards or having professional certification. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.
- DUTIES** : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment and

evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.

ENQUIRIES : Mr M Williams Tel No: (021) 483 3724
CLOSING DATE : 06 May 2024

POST 12/164 : **ASSISTANT DIRECTOR: POLICY AND STRATEGY RESEARCHER REF NO: DOTP 23/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Public Policy, Public Administration, Economics and/or related fields; A minimum of 3 years relevant experience
Recommendation: A post-graduate qualification in public policy, public administration, development studies, economics and/or related field; Experience in the following: Social and economic policy development and implementation or related environment; A valid driving licence
Competencies: Knowledge of the following: Leading and Supervising; Delivering Results and Meeting Customer Expectations; Writing and Reporting; Analysing; Deciding and Initiating Action; Working with People; Following Instructions and Procedures; Relating and Networking; Presenting and Communicating Information; Persuading and Influencing; Planning and Organising; Applying Expertise and Technology; Presenting and Communicating Information.
Skills needed: Numeracy, Literacy, Driving, Computer Literacy, Language Skills, Project Management, Economic and financial analysis; Able to work collaboratively and flexibly across teams within the organisation; Networking and network formation skills; Critical thinking, innovation, and problem-solving skills; Ability to analyse, conceptualise and implement policy and strategy; Monitoring evaluation and reporting; Strong inter-personal, communication, and relationship management skills; Research skills; Presentation skills; Verbal and written communication skills, including social media skills; Planning, organising and people management skills; Ability to work independently and as part of a team; Communication skills (written and verbal); Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in applications; Team building and strong interpersonal skills; Outstanding planning, organizing, and people management skills.

DUTIES : Conduct research; Contribute to the development and implementation of policies and strategies; Render communication and stakeholder management services; Manage strategic partnerships; Coordinate and manage the assessment of the planning processes related to annual performance plans and strategic plans and Coordinate and manage processes related to policy and regulatory development.

ENQUIRIES : Dr H Fast Tel No: (021) 483 5459
CLOSING DATE : 06 May 2024

POST 12/165 : **FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B) REF NO: DOTP 24/2024 (X3 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma (or higher qualification) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics; A minimum of 3 years relevant experience in a forensic investigation environment or in performing queries and analyses to identify anomalies or inconsistencies with data sets in a forensics or internal audit environment. Recommendation: A post graduate qualification in Commerce, Law, Auditing, Forensics, BCom IT or Informatics. Experience in investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP)). A valid driving licence (Code B or higher).Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.
Competencies: Knowledge of the following: Legislation and regulations applicable to National and Provincial government and policies and procedures relating to Provincial and Local government; Fact-finding techniques and investigative procedures applicable to forensic audit/investigations; Sound knowledge of ACL, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Sound knowledge of writing scripts for queries to identify and detect possible incidents of fraud in data; Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Ability to collect, analyse and visualise large datasets and draw appropriate conclusions.Ability to work independently and as part of a team.

DUTIES : Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Drafting factual reports containing appropriate findings and recommendations and the follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Performing fraud prevention and detection functions; Developing and maintaining professional relationships with all stakeholders.

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

CLOSING DATE : 06 May 2024

POST 12/166 : **CHILDRENS COMMISSIONER OFFICER REF NO: DOTP 08/2024**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1 year relevant experience in a similar environment; A valid driving licence. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Support the development and implementation of policies and strategic frameworks; Report on the activities of the Childrens Commissioner; Support the Western Cape Childrens Commissioner functions, as well as Childrens rights with identified audiences; Provide information and advice on childrens rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. T Goldschmidt - Tessa.Goldschmidt@westerncape.gov.za
CLOSING DATE : 06 May 2024

POST 12/167 : **POLICY AND STRATEGY RESEARCHER: INNOVATION REF NO: DOTP 19/2024 (X2 POSTS)**
 12 Month Contract

SALARY : R424 104 per annum (Level 09). Plus 37% in lieu of benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Public Policy, Law Economics, Planning, Built Environment and/or related fields; A minimum of 3 years relevant experience Recommendation: A post-graduate qualification in the Social Sciences and/or related field; Experience in the following: Social and economic policy development and implementation or related environment; A valid driving license (Code B or higher). NB: People with disabilities. Competencies: Knowledge of the following: Strategy development support, monitoring and review processes; Policies of the government of the day; Provincial policy and strategy development processes; Latest trends in public sector innovation and innovative methodologies; Provincial strategy ‐ PSP and Recovery Plan; Constitutional, legal and institutional arrangements governing the South Africa public sector; Global, regional and local political, economic and social affairs impacting on the WCG; Project management; Applied innovative methodologies; Managing stakeholder relations. Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Design (web design, in-design); Strategy development; Research; Facilitation; Planning; Presentation. Ability to: Conceptualise, analyse, interpret, synthesise and present (qualitative and quantitative) complex information; Work collaboratively and flexibly across teams within the organisation.

DUTIES : Render implementation support on the Innovation for Impact implementation plan; Assist with the following: Strategy development and implementation of the innovation implementation plan to rollout the activities in the plan; Assist the innovation team to: Identify, develop and/or strengthen and manage strategic partnerships in relation to the areas of work; Support the Director General and VIP 5 Innovation and Culture lead on key for a in relation to the innovation programme and related initiatives; Developing innovation capabilities towards the attainment of the WCG provincial strategic priorities and outcomes; Capacity building and implementation support of key strategic programmes and projects.

ENQUIRIES : Mr T Görgens Tel No: (021) 483 3082
CLOSING DATE : 29 April 2024

POST 12/168 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 21/2024 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Department of the Premier, Western Cape Government
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology with a minimum of 3-years experience in a Recruitment and Selection environment at a administrator/recruiter level. Recommendation: Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising senior and executive management on

the recruitment and selection Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyze information; Ability to work under pressure and meet deadlines.

- DUTIES** : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance.
- ENQUIRIES** : Mr F Gerber Tel No: (021) 483 6028 OR Email: Ferdinand.Gerber@westerncape.gov.za
- CLOSING DATE** : 29 April 2024

PROVINCIAL TREASURY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.com>
- CLOSING DATE** : 06 May 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 12/169** : **DEPUTY DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 16/2024**

- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years management experience in strategic management environment or related. Recommendation: None. Competencies: Knowledge of governments strategic planning, monitoring, reporting and BizProjects processes; Analytical and strategic thinking; Policy analysis and interpretive skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Planning and organising skills; People Management.

- DUTIES** : Proactively facilitate the Departments multi-term annual planning cycle in close collaboration with the CFO; Proactively facilitate departmental Batho Pele/service delivery improvement initiatives; Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management processes of the Departments line and staff function components; Proactively facilitate organisational performance monitoring and reporting as per departmental strategic and annual performance plans; Proactively facilitate programme and project performance monitoring and reporting as per Provincial Strategic Goals (PSG's) and other requirements; Coordinate policy and strategy impact assessments in conjunction with line functionaries; Supervise staff, manage workloads and day-to-day workflow; mentor, coach and do staff appraisals.

- ENQUIRIES** : Mr B Damons Tel No: (021) 483-6127

- POST 12/170** : **ASSISTANT DIRECTOR: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 15/2024**

- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification NQF 6 (National Diploma or higher qualification); A minimum of 5 years experience in Supply Chain Management. Recommendation: Demand Management, Annual Procurement Plan, Contract Management, Performance and Risk Management, Compilation of Specifications and execution thereof; Understanding and interpretation of Supply Chain Management policies, practices, prescripts/circulars, I Competencies: Knowledge of the following: Supply Chain Management legislation and policies; Proven computer literacy; Skills in the following: Client orientation and Communication skills;

Good project planning and organising skills; Supervisory skills; Monitoring, evaluation and reporting skills.

DUTIES : Coordinate, review, undertake and implement the supply chain demand management process and policies; Maintenance and management of Departmental Assets; Render effective Contract Management services; Render risk management and performance monitoring services with regard to supply chain internally and externally; Supervise and mentor sub-ordinates.

ENQUIRIES : Ms T Ndlazi Tel No: (021) 483 8915

POST 12/171 : **ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 3 REF NO: PT 14/2024**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Accounting/Finance; A minimum of 3 years accounting experience in municipal accounting in a finance department; A valid (Code B or higher) driving licence. Recommendation: Experience in Generally, Recognised Accounting Practice (GRAP); Willing to travel. Competencies: Knowledge of municipal accounting systems; Skills needed: Proven computer literacy (MS Office); Analytical; Problem Solving/Decision-making; Written and verbal communication; Good numerical ability; Teamwork.

DUTIES : Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against Municipal Standard Chart of Accounts (mSCOA) implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

ENQUIRIES : Mr F Salie Tel No: (021) 483 4252

POST 12/172 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 17/2024**

SALARY : R294 321 per annum (Level 07)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree, equivalent or higher) in Information Management, Information Technology or a relevant field. A minimum of 3 years appropriate experience in technical editing/ formatting of various publications, electronic filling. Recommendation: Electronic filling and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management. Willing to work irregular hours. Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.

DUTIES : Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other Provincial Treasury publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.

ENQUIRIES : Ms S van der Merwe Tel No: (021) 483 4433

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 06 May 2024

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

OTHER POSTS

POST 12/173 : **SOCIAL WORK MANAGER: PROGRAM IMPLEMENTATION AND COORDINATION (VREDENBURG) REF NO: DSD 23/2024**

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

CENTRE : Department of Social Development, Western Cape Government

<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions(SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving license.; Recommendation: None. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	:	Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms A van Reenen Tel No: (021) 483 0567
<u>POST 12/174</u>	:	<u>SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (DRAKENSTEIN) REF NO: DSD 25/2024</u>
<u>SALARY</u>	:	R432 348 - R500 715 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Mr WJ du Toit Tel No: (022) 713 2272
<u>POST 12/175</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 24/2024 (X5 POSITIONS AVAILABLE IN ATLANTIS)</u>
<u>SALARY</u>	:	Grade 1: R294 411 - R338 712 per annum, (OSD as prescribed) Grade 2: R359 520 - R410 289 per annum, (OSD as prescribed) Grade 3: R432 348 - R500 715 per annum, (OSD as prescribed) Grade 4: R530 010 - R647 325 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience. Recommendation: Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points

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

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

ENQUIRIES : Ms I Koen Tel No: (021) 814 0154

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 06 May 2024

NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 12/176 : **DEPUTY DIRECTOR: FLEET OPERATIONS REF NO: WCMD 20/2024**

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

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); 6 years fleet management experience, with a minimum of 3 years at middle management level; A valid code B (or higher) driving licence. Recommendation: Experience in the following: Budget and financial management; People management; Driving client service; Supply chain management, including contract management and tender compilation. Competencies: Knowledge of the following: Public Finance Management Act (act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (cir 2 of 2019). National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS). Skills needed: Excellent communication (written and verbal) in two of the three official languages of the Western Cape; Leadership; Planning and organising; Proactive thinking; Solution Orientated; Decision making; Research; Presentation; Computer literacy (MS office package)

DUTIES : Keep the GMT vehicle fleet within its economic life cycle; Monthly auctions of vehicles; Prepare weekly vehicle withdrawal schedules; Asset inspections; Management of prototype builds and vehicle conversions; Additional vehicle equipment fitment/installation; Manage the acquisition and allocation of the annual GMT vehicle replacement programme; Maintain the GMT vehicle asset register; Service and maintenance of vehicle fleet; Fuel management; Fuel card provisioning and fraud prevention and/or investigations; Vehicle tracking; Vehicle registration and licensing; Manage GMT fleet rentals; Vehicle take-ins; Co-ordinate subsidised motor transport and People Management.

ENQUIRIES : Mr Y Ahmed Tel No: (021) 467 4717

POST 12/177 : **CHIEF PROVINCIAL INSPECTOR: REFRESHER TRAINING REF NO: WCMD 21/2024**

SALARY : R527 298 per annum (Level 10)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : National Diploma/B degree (or equivalent qualification); EO and EDL qualifications; Must be in possession of a Basic Traffic Diploma; A minimum of 7 years' experience in Traffic Law Enforcement, of which 3 years should be at a supervisory level; A valid code A and EC driving licence. Recommendation: Registered Traffic Officer with 10 years experience in Traffic Law

Enforcement, of which 5 years should be at a supervisory level. Working knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sect. Competencies: Knowledge of quality assurance and the overall process; the Public Financial Management Act, GG Policies as well as various procurement processes and applicable policies and procedures (extensive). Skills required: Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Report writing; computer literacy (MS Word, Excel, PowerPoint); Research skills to use the appropriate methods to collect and report accurate information; Knowledge of project administration, managerial and administrative skills; Planning, organising,; communication and interpersonal skills; Ability to work under pressure and meet deadlines; Training and facilitating; Leadership.

DUTIES

: To implement the process of quality assurance and transversal monitoring and evaluation and impact assessments resulting in best practises and possible improvements; To provide input to the development and maintenance of high-level road safety systems, innovative technological models to improve service delivery and to provide reliable and meaningful information and feedback reports; To assist in the compilation of annual Workplace Skills Plan to SASSeta. Assist in the monitoring and evaluation of internal and external good governance through the adherence to policies and procedures of the quality Management system (QMS) transversally within the Chief Directorate: Traffic Management; To assist in the development, maintenance, upgrading and implementation of the Quality Management System to ensure compliance for accreditation in terms of Safety and Security Sector Training authority (SASSeta) and Local Government Seta (LGSeta) requirements; To supervise the performance of human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; To provide input to the budget, assist with budget administration and assist in the recommendation of accredited service providers in terms of departmental procurement policies; To assist in the establishment of a Traffic inspectorate to ensure policy compliance, investigation to damage and losses, major crash investigation and case monitoring, traffic law enforcement equipment qualitative standards, criminality, misconduct and a 24/7 complaints line to improve service delivery to the citizens and visitors in the Western Cape Province; To provide operational guidance for the development, implementation and adjustment of operational plans which links to the tactical and annual performance plan by facilitating operational planning sessions, managing resources and monitor the execution of projects; To perform specific data management and administrative functions which includes general administration, leave administration as per prescripts and policies, effective asset control management, fleet management and processing of losses. Adhere and promote statutory prescripts of the Code of Conduct of the Public Service and Labour Relations; To liaise with stakeholders through assisting in the organising and facilitation workshops with internal and external role players, input to the curriculum, courses and development of training material designs as well as attending forums and meetings as representative to ensure quality assurance and skills development.

ENQUIRIES

: Ms. Antoinette Fennie Tel No: (021) 983 1500 and email address: Antoinette.Fennie@westerncape.gov.za

POST 12/178

: **ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: WCMD 18/2024**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Western Cape Mobility Department, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma or higher) in Strategic Management/ Transport Policy/ Transport Economics; A minimum of 3 years appropriate experience in a strategic environment; A valid drivers licence or alternative mode of transport. Recommendation: An appropriate post-graduate qualification in Strategic Management, Transport Economics, Research, Monitoring and Evaluation or Policy development. Competencies: Knowledge of the following: Strategic planning and reporting processes; People Management and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office packages).

DUTIES

: Provide support to the compilation of the departmental strategies and plan (Strategic Plan and Annual Performance Plans (APP), Annual Operations Plans, Business Plans); Provide support with the development and alignment of departmental strategic objectives and performance indicators with national and provincial outcomes and objectives; Provide support to the compilation of departmental annual, mid and end reports; Provide support to the Operations Management Framework /Service Delivery Improvement Programme; Managerial functions.

ENQUIRIES

: Ms P Mndita Tel No: (021) 0972/ 2403

POST 12/179

: **ASSISTANT DIRECTOR: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 19/2024**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Western Cape Mobility Department, Western Cape Government
 : An appropriate 3-year B-Degree (equivalent or higher qualification); 3 years related logistic and/or financial or asset management supervisory experience; A valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: None. Competencies:

Knowledge of the following: Accounting; Public Finance Management Act; Logistic Information System (LOGIS); Asset Management; Proven computer literacy (MS Excel); Written and verbal communication skills.

DUTIES : Coordinate and review the processing of requisitions for goods and services and the safekeeping and distribution of goods. Coordinate the control of stock and the disposal of stock inventory. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers and monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Managerial functions.

ENQUIRIES : Ms RL Davids Tel No: (021) 483 4505

POST 12/180 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: WCMD 17/2024**

SALARY : R202 233 per annum (Level 05)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as passed subjects. Recommendation: Relevant experience in a financial accounting and/or management accounting working environment. Competencies: Knowledge and understanding of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions, Public Service Act, 1994, as amended, Basic Conditions of Employment Act., BAS, LOGIS, Database Management, Information and Records Management, Staff Performance Management System (SPMS). Communication (written and verbal) skills. Computer literacy in MS Excel and MS Word. Interpersonal skills. Organising and planning skills. Problem-solving skills. Record keeping skills. Basic numeracy skills.

DUTIES : Cashier duties; collect, verify and record revenue received; safeguarding of cash on hand and petty cash; daily reconciliation between money received and receipts issued; issuing of receipts; completion of deposit slips; filing and safeguarding of source documents and face value forms; update registers and statistics; draft letters and/or other correspondence when required; banking services; allocate revenue and debits from PMG account; reconcile and clear bank interfaces and exceptions; liaise with internal and external stakeholders in relation to revenue received; compile journals; capturing of Journals on BAS system; Bookkeeping duties; capturing of receipts on BAS system; processing of interdepartmental claims; keep and maintain the claims payable and recoverable registers; follow up on outstanding claims; request reports of ledger accounts and analyse all transactions; clearing of Ledger accounts; ensure correct record keeping of accounts; compile monthly stats; assist with closing of books; document control. Provide personnel administration clerical support services within the component; handle routine telephonic and e-mail enquiries; make photocopies and scan documents; keep and maintain the filing system; draft letters when required; keep and maintain the incoming and outgoing document register.

ENQUIRIES : Mr PS Marinus Tel No: (021) 483 5313