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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2024

DATE ISSUED 02 FEBRUARY 2024

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

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

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

CLOSING DATE : 19 February 2024

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

OTHER POSTS

POST 04/84 : **DEPUTY DIRECTOR: AGRICULTURAL MANAGEMENT AND SOCIAL SCIENCE REF NO: AGR 01/2024**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Honours degree; A minimum of 5 years middle management (Deputy Director or Assistant Director level in the Public Sector or equivalent in other sectors) experience (management experience in an academic environment). Recommendation: MSc Agric or equivalent qualification; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge in the following: Policy and curriculum development processes with regard to training; Strategic management; Human resource management and development; Skills needed: Written and verbal communication; Interpersonal.

DUTIES : Manage and develop relevant quality training programmes; People management; Policy determination; Financial management; Client services/stakeholder management and engagement/liaison.

ENQUIRIES : Mr D Jacobs Tel No: (021) 808 5013

POST 04/85 : **LECTURER: AGRONOMY (GRAINS) - ELSENBURG REF NO: AGR 19/2023 R1**

SALARY : R359 517 per annum (Level 08)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Competencies: Proven knowledge of the subject field; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES : Ms B Abrahams Tel No: (021) 808 5480

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 19 February 2024

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

OTHER POSTS

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| <u>POST 04/86</u> | : | <u>DEPUTY DIRECTOR: MOD PROGRAMME REF NO: CAS 01/2024</u> |
| <u>SALARY</u> | : | R811 560 per annum (Level 11), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Department of Cultural Affairs and Sport, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management level 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. Competencies: Knowledge of the following: MOD Programme; Recreation-based activities, and relevant next-level activities; Relevant recreation, school sport, sport, arts, culture and education policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people. Skills needed: Communication (written and verbal); Problem solving; Leadership; Managerial; Administrative; Finance; Asset management; Research and inter-sectoral collaboration; Organising and planning; Presentation and Decision making. Abilities: Conflict resolution; Work under pressure and liaise with personnel at all levels. |
| <u>DUTIES</u> | : | Planning, identification and confirmation of MOD Centres; Ensure that SLAs are explained to each relevant institution (school) and that they comply with them; Ensure that the correct processes and procedures are followed for the establishment and implementation of MOD Centres; Development and maintenance of Information and Knowledge Management System; Ensure the following: Reporting and Communication; Monitoring and evaluation; Human Resource Management and Financial Management. |
| <u>ENQUIRIES</u> | : | Ms D Manuel Tel No: (021) 483 9660/2/Dr L Bouah Tel No: (021) 483 9608 |
| <u>POST 04/87</u> | : | <u>ASSISTANT DIRECTOR: REPORTING REF NO: CAS 03/2024</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <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 finance or related; A minimum of 3 years relevant supervisory experience in a financial statements and reporting environment. Recommendation: A valid driving license (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication (written and verbal); Report writing. |
| <u>DUTIES</u> | : | Check and review of un-audited and audited annual financial statements; Check and review the interim financial statements; Review monthly and quarterly financial reporting compliance; Research, analyse and interpret accounting information as well as changes in respect of the MCS and AMD and to provide guidance and training thereof; General supervision of employees (including leave management and training gap analysis). |
| <u>ENQUIRIES</u> | : | Ms L Mannel Tel No: (021) 483 9549 |
| <u>POST 04/88</u> | : | <u>SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 05/2024</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Department of Cultural Affairs and Sport, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year B-Degree (equivalent or higher qualification) in the field of Architecture, Anthropology, History, Art History, Town and Regional planner, Engineering, Building Sciences, Archaeology or Palaeontology; A minimum of 5 years relevant experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Master's degree. Competencies: Knowledge of the following: Training in archaeology and related disciplines; Human resource management; Management of finance in line with the Public Finance Management Act; Skills needed: Written and verbal communication; Analytical thinking; Project Management; Planning and organising; Conflict resolution. |
| <u>DUTIES</u> | : | Processing most complex and advanced application for permits, impact assessment and appeals received in terms of the National Heritage Resources Act (Act 25 of 1999) and other relevant legislation; Develop proposals for the most complex cases for formal protection of Heritage Resources; Monitor and enforce compliance with most sensitive and intricate permits and conditions of impact assessments and other aspects of legislation; Provide professional, technical assistance, advice and undertake advocacy on heritage matters; Prepare the PHRA submission to the tribunals; Brief counsel or state prosecutor on the technical details with regards to court cases; Ensure proper storage of archaeological and paleontological, meteorites artifacts. |
| <u>ENQUIRIES</u> | : | W Dhansay Tel No: (021) 483 9729 / waseefa.dhansay@westerncape.gov.za |

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| <u>POST 04/89</u> | : | <u>ADMINISTRATIVE OFFICER: MUNICIPAL FUNDING REF NO: CAS 02/2024</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 finance; A minimum of 1 year experience in finance, budgeting and report writing, A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public and provincial libraries; Skills needed: Budgeting; Computer literate; Interpersonal; Administrative; Decision making; Conflict resolution; Organising and leadership; Logical, credible, flexible; Planning and organising; Problem solving; Conscientious/ attention to detail; Reliable and ability to work under pressure; Creative; Innovative, patience; Perseverance; Team player; Written and verbal communication; Report writing. |
| <u>DUTIES</u> | : | Design and implement appropriate financial management systems for the section; Responsible for the validation of payment stubs with batches and ensure filing of stubs; Responsible for the preparation of transfers of funds to municipalities; Co-ordinate and distribute information in the MF section; Liaise with local authorities, public libraries and other external role players as required; Supervise the admin clerk and do administrative duties in the absence of the administrative clerk; Provide inputs into policy and budget. |
| <u>ENQUIRIES</u> | : | Mr M Simema Tel No: (021) 483 5990 |

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>CLOSING DATE</u> | : | 19 February 2024 |
| <u>NOTE</u> | : | Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. |

MANAGEMENT ECHELON

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| <u>POST 04/90</u> | : | <u>HEAD: ECONOMIC DEVELOPMENT AND TOURISM REF NO: DEDAT 02/2024</u> 5-Year Contract |
| <u>SALARY</u> | : | R2 158 533 per annum (Level 16) |
| <u>CENTRE</u> | : | Department of Economic Development and Tourism, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the Economic Development environment of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A master's degree in economics, Business Administration/ Public Policy would serve as an advantage; Senior Management experience within the Economic and Tourism sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, |

processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.

DUTIES

: Manage economic coordination and stakeholder engagement in order to create an enabling environment for economic growth and job opportunities in a sector-agnostic manner across the province in accordance with the approved Growth for Jobs provincial strategy; Provide provincial economic strategy and catalytic infrastructure services; Execute overall implementation on the Growth for Jobs strategy and managing the Department and entities in a manner that enables private-sector led growth in the province; Provide effective financial management services to the Department; Ensure Departmental management accounting services; Ensure Departmental financial accounting services; Ensure effective supply chain management services; Ensure sound internal control practices; Provide a strategic management support service; Provide a strategic coordination service for the department; Develop and manage knowledge and information systems, records and coordinate ICT; Render communication services to the Department; Monitor and evaluate Departmental performance; Ensure the rendering of ICT, human capital, corporate assurance, legal and communication support services to the department by the Corporate Services Centre (CSC) i.t.o the provisions of the relevant service level agreement. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Department to ensure constant innovation and capacitation towards economic growth and development; Drive the Departmental strategic planning process; Drive the Development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against predetermined key measurable objectives and standards; Report to the Executing Authority on a regular basis on the activities of the Department; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it; Human Resource Management; Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide staff within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Department; Monitor information capacity building within the Department; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department; Actively manage and promote the maintenance of discipline within the Department. Financial Management; Active participation in the budgeting process at Departmental level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Executing Authority and relevant oversight role players/committees on all aspects of the Department's finances; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms. Louise Esterhuyse Tel No: (021) 483 5856

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 04/91

: **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY**
Directorate: Infrastructure Programme Delivery

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 tertiary qualification (NQF level 7) in a Build Environment or related field as recognized by SAQA or a 4-year degree in an appropriate management field with at least 6 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/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: At least six years' experience at a middle/senior managerial level. Proven extensive management experience in designing and delivering infrastructure programmes for the health sector. Inherent requirements of the job: Registration with the relevant Professional Council/Board as a Built Environment Professional. Valid (Code B/EB) driver's license and willingness to travel extensively in the province. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Competencies (knowledge/skills): Strategic planning, programme and project management and risk management. Change management and Service Delivery Innovation. Comprehensive knowledge of the built environment, health, finance and related legislation. Financial and Public Administration. Proficiency in MS Word, Excel, Outlook and PowerPoint. Strong negotiation and interpersonal skills. Excellent verbal and written, report writing and presentation skills.

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| <u>DUTIES</u> | : | Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan (IPMP), Construction Procurement Strategy and Infrastructure Programme Implementation Plan (IPIP). Monitoring and oversight of the Capital and Scheduled Maintenance Programme in accordance with the Framework for infrastructure delivery and procurement Management (FIDPM) and all relevant legislation. Management of the infrastructure budget as Infrastructure Programme Manager. Strategic management of the Directorate includes setting visionary and strategic direction, participating in strategic planning, evaluating performance against agreed performance indicators, monitoring report progress and ensuring compliance to service delivery imperative and legal prescripts. Manage the Directorate's corporate services, including Financial Management, Supply Chain Management, Support Services and all People Management-related aspects. Provide institutional support through Organisation Development and Quality Assurance (OD/QA) projects to identified Health Facilities where infrastructure projects are implemented and changes in the operational health system is required. |
| <u>ENQUIRIES</u> | : | Dr L Angeletti-du Toit at 071 794-7771 |
| <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> | : | 23 February 2024 |

OTHER POST

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| <u>POST 04/92</u> | : | <u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS AND PEOPLE DEVELOPMENT</u> Chief Directorate: Emergency and Clinical Services Support |
| <u>SALARY</u> | : | R424 104 per annum |
| <u>CENTRE</u> | : | Office of the Chief Director (Employee Relations and People Development) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: An appropriate 3-year National diploma or degree. Experience: Appropriate experience in Labour Relations in the Public Sector. Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's License. Willingness to travel. Competencies knowledge/skills): Ability to negotiate and conciliate. Ability to think analytical and be able to resolve problems. Computer literacy Microsoft Package. Knowledge of People Development. Strong interpersonal, good time management and planning skills. Understanding collective bargaining and dispute resolution in the essential services. |
| <u>DUTIES</u> | : | Coordinate and manage statistics/data with regards to disciplinary and grievance procedures. Effective management of all disciplinary matters and disputes. Monitor and maintain the collective bargaining structures. Provide advice, guidance and support to your supervisor and the Management team. Provide training with regards to employee relations to all employees. Support and advice to all staff and supervisors with regards to employee relations. |
| <u>ENQUIRIES</u> | : | Ms M Page Tel No: (021) 815-8634 or Michelle.Page@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. Shortlisted candidates will be expected to undergo an oral interview and/or a practical assessment. Candidates will be subjected to a competency test. |
| <u>CLOSING DATE</u> | : | 23 February 2024 |

DEPARTMENT OF INFRASTRUCTURE

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| <u>CLOSING DATE</u> | : | 19 February 2024 |
| <u>NOTE</u> | : | Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday |

from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

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| <u>POST 04/93</u> | : | <u>HEAD OF DEPARTMENT: INFRASTRUCTURE REF NO: DOI 01/2024</u> (5-Year Contract Term) |
| <u>SALARY</u> | : | R2 158 533 per annum (Level 16) |
| <u>CENTRE</u> | : | Department of Infrastructure, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience of which at least 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: Recommendation: A postgraduate degree in Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and infrastructure sectors. Competencies: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on infrastructure and human settlements; Understanding of information systems that aid in the management of knowledge and information pertaining to the department's function; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance and discourse management processes; The functioning of the Province and the activities of sister departments; Performance management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Emotional Intelligence; Relationship building; Problem-Solving; Decision-making; Persuasion; Coaching; Delegation; Organisation; Planning and Strategizing; Conflict Resolution; Resilience; Big picture thinking; Strategic Forecasting; Negotiation; Cultural awareness; Adaptability; Values: Caring; Competence; Accountability; Integrity; Innovation and Responsiveness; Ethos: Compassionate; Considerate; Hopeful; Forgiving; Honest; Joyful; Patient; Humble and Self-controlled. |
| <u>DUTIES</u> | : | Facilitate the development of the Western Cape Infrastructure strategy to achieve and drive long-term economic and social goals as well as oversee the implementation thereof; Manage the following infrastructure portfolio's: Provincial Roads; Energy; Water; Freight; Public Works as well as Human Settlements. Strategic management, advice and guidance in respect of the following areas: Provincial Road network; Integrated human settlement development; WCG property portfolio. Transversally plan, co-ordinate and implement integrated infrastructure strategies and programmes; Ensure the provision of effective financial management services inclusive of supply chain management to the Department; Ensure the provision of effective and efficient services to the Provincial Minister; Play a leading and supporting role on different transversal and strategic platforms; Ensure the implementation of sound people management practices; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Department; Diligently perform all duties assigned to the post of Head of Department. |
| <u>ENQUIRIES</u> | : | Ms. Louise Esterhuyse Tel No: (021) 483 5856 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |

OTHER POSTS

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| <u>POST 04/94</u> | : | <u>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): TRAFFIC ENGINEERING REF NO: DOI 49/2023 R1</u> |
| <u>SALARY</u> | : | Grade A: R795 147 - R847 221 per annum, (OSD as prescribed) Grade B: R894 042 - R962 292 per annum, (OSD as prescribed) Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed) |
| <u>CENTRE REQUIREMENTS</u> | : | Department of Infrastructure, Western Cape Government Civil Engineering Degree (B Eng/BSc Eng); Minimum of 3 years post-qualification engineering experience; Registered with ECSA as a Professional Engineer or submitted application to ECSA for registration as Professional Engineer (registration becomes mandatory within 6 months from appointment); Valid driving license (code B or higher). Competencies: Knowledge of the following: Road infrastructure design in terms of traffic engineering; Traffic signal design; Capacity analysis with the aid of computer software; Road traffic signs and roadmaking designs; Traffic safety assessment; Speed limit review; Relevant technical manuals, standards and procedures; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation. |
| <u>DUTIES</u> | : | Provide technical input for road infrastructure design; Develop cost-effective traffic engineering solutions based on sound engineering judgment and relevant standards; Evaluate transport infrastructure design based on sound engineering judgment and relevant standards; Evaluate existing technical manuals, standards and procedures; Ensure training and development of candidate engineers; Liaise with relevant internal and external bodies on engineering matters. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M Hendrickse Tel No: (021) 483 2216 Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>NOTE</u> | : | Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <u>CLOSING DATE</u> | : | 19 February 2024 |
| <u>POST 04/95</u> | : | <u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 03/2024</u> |
| <u>SALARY</u> | : | Grade A: R795 147 - R847 221 per annum Grade B: R894 042 - R962 292 per annum Grade C: R1 020 087 - R1 197 978 per annum (Salary will be determined based on post registration experience as per OSD prescript) |
| <u>CENTRE REQUIREMENTS</u> | : | 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 license. 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. |
| <u>DUTIES</u> | : | 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
APPLICATIONS**

: Ms T Potgieter Tel No: (021) 483 4881
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE

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

CLOSING DATE

: 19 February 2024

POST 04/96

: **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 04/2024**

SALARY

: Grade A: R687 879 - R739 509 per annum
Grade B: R783 693 - R834 993 per annum
Grade C: R881 121 - R1 035 084 per annum
(Salary will be determined based on post registration experience as per the OSD prescript)

**CENTRE
REQUIREMENTS**

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

DUTIES

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

ENQUIRIES : Mr J Sui Sang How Tel No: (021) 483 3329
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 19 February 2024

POST 04/97 : **CANDIDATE ENGINEER: CANDIDATE PROGRAMME AND PROFESSIONAL DEVELOPMENT REF NO. DOI 02/2024**
(X3 Positions Available for A 2 Year Contract Period)

SALARY : R687 879 per annum, (all-inclusive salary package), (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving license. Recommendation: Further post qualification studies and publications. Design and Construction (site) or Contract Management experience. Experience in Road infrastructure Projects. Mature candidate engineer. Completed ECSA Group a Outcomes (Description to be provided in CV). Competencies: Working knowledge of the following: Legal compliance; Engineer design and analysis; Project management skills; Proven problem solving and analysis skills; Research and development skills; Computer literacy (relevant engineering software packages); Ability to draft complex technical reports, memorandums and submissions; Written and verbal communication skills.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety; Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: 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; Follow approved programme of development for registration purposes.

ENQUIRIES : Ms M Hofmeyr Tel No: (021) 483 2427
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
CLOSING DATE : 19 February 2024

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
CLOSING DATE : 19 February 2024
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person

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

OTHER POST

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| <u>POST 04/98</u> | : | <u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: MD 01/2024 (X2 POSTS)</u> |
| <u>SALARY</u> | : | R359 517 per annum (Level 08) |
| <u>CENTRE</u> | : | Western Cape Mobility Department, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience in a management accounting working environment. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes and the ability to set up budgets; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Programme and project management; Information, Database and Records Management. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration. |
| <u>DUTIES</u> | : | Provide assistance with the compilation of the budget; Provide assistance with the monitoring of revenue and expenditure; Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes; Regulatory, policy, governance frameworks and operational advice; Supervisory functions. |
| <u>ENQUIRIES</u> | : | Ms RL Davids Tel No: (021) 483 4505 |

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

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| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>CLOSING DATE</u> | : | 19 February 2024 |
| <u>NOTE</u> | : | Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. |

MANAGEMENT ECHELON

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| <u>POST 04/99</u> | : | <u>HEAD OF DEPARTMENT: POLICE OVERSIGHT AND COMMUNITY SAFETY REF NO: POCS 01/2024</u> (5-Year Contract Term) |
| <u>SALARY</u> | : | R1 663 581 per annum (Level 15) |
| <u>CENTRE</u> | : | Department of Police Oversight and Community Safety, Western Cape Government |
| <u>REQUIREMENTS</u> | : | A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the Safety and Security environment of which 3 years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Safety and Security and/ or Future studies will serve as an advantage; Senior Management experience within |

the Safety and Security sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.

DUTIES

: Line Management: Strategic management, guidance and advice in respect of the rendering of efficient and cost effective, transparent and responsive public administration. This include the following functions: Implement the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implement both national and provincial policies on safety and security; Initiate, execute, coordinate and support social crime prevention projects in the Western Cape; Provide an integrated information and research management framework/system towards safer communities in the Western Cape; Provide civilian oversight over law enforcement agencies; Build capacity within communities against crime through increasing levels of consciousness, institutionalizing structures for community participation, empowering community policing and establishing uniform partnerships with communities to decrease the levels of crime and the levels of perception of crime; Manage the security functions on behalf of all Heads of Departments in the WCG; Provide comprehensive security risk management services to the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests; Provide advice and assistance to the Head of Provincial Institutions to comply with relevant security and safety regulations and policies; Provide security support services; Provide an administrative and support service to neighbourhood watch structures; Render an efficient corporate service within the department; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Drive the Departmental strategic planning process; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the department on a continuing basis against pre-determined key measurables objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the department and on matters of substantial importance to the Administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the department, and of the resources employed by it; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement on the compiling of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department; Actively manage and promote the maintenance of discipline within the Department; Manage participation on the budgeting process at Departmental level, and at Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances; Diligently perform all duties assigned to the post of Head of Department; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms Louise Esterhuysen Tel No: (021) 483 5856

DEPARTMENT OF THE PREMIER

APPLICATIONS

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

CLOSING DATE

: 19 February 2024

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person

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

OTHER POSTS

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| <u>POST 04/100</u> | : | <u>POLICY AND STRATEGY ANALYST REF NO: DOTP 04/2024</u> |
| <u>SALARY</u> | : | R958 824 per annum (Level 12), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate post graduate qualification in Arts, Social Sciences, Humanities, Economics, Planning, Public Policy or related qualification; A minimum of 6 years' relevant experience within a policy analysis and/ or research methodology environment. Recommendation: Experience in the following: Social and economic policy development and implementation; Managing stakeholder relations, facilitation and networking; Proven experience in a fast-paced, flexible and dynamic environment. A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public policy analysis and public development processes; Strategy development, management, and monitoring; Modern systems of governance and administration; 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; Intergovernmental and international relations. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Excellent strategy development; Excellent networking and network formation; Critical thinking; Innovation; Problem-solving; Good facilitation; Project management; Planning; Ability to: Analyse, conceptualise and implement policy and strategy; Work collaboratively and flexibly across teams within the organisation. |
| <u>DUTIES</u> | : | Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Develop multi-functional policy and strategic responses; Initiate the development of appropriate, integrated and multi-disciplinary government programmes and strategic implementation; Support strategic provincial structures with appropriate policy formulation; Supervise operational planning and work organisation of the unit and Provide strategic support to the policy agenda of key strategic public and private partners. |
| <u>ENQUIRIES</u> | : | Dr H. Fast Tel No: (021) 483 5459 |
| <u>POST 04/101</u> | : | <u>ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 02/2024</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 3 years supervisory experience in Labour Relations or similar. Recommendation: A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Extensive knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Act, Public Service Regulations, Employment Equity Act; Mentoring and coaching practices; Staff performance management system; Disciplinary and grievance procedures; Human Resource Management; Labour Relations Act as well as other relevant labour relations prescripts; Skills needed: Good communication (written and verbal); Networking; Facilitation; Negotiation; Computer literacy; Leadership; Motivation; Research; Analytical; Conceptual; Interpretive; Formulation; Listening and Interviewing skills. |
| <u>DUTIES</u> | : | Function as a manager/supervisor will entail the following: Supervision; Unit operational planning; Participate in strategic planning; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/ process; Training and development; Monitor and control expenditure of budget; Brief and assist Counsel in Review matters; Perform the following functions and manage the units who perform the following: Handle and supervise misconduct matters; Handle and supervise grievances matters; Implement measures in order prevent labour unrest; Render advice on misconduct, disputes and grievance matters; Handle and supervise disputes. |
| <u>ENQUIRIES</u> | : | Mr P Samuel Tel No: (021) 483 5118 |
| <u>POST 04/102</u> | : | <u>LABOUR RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: DOTP 13/2023 R2</u> |
| <u>SALARY</u> | : | R359 517 per annum (Level 08) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management, Law or related field of study; A minimum of 1-year experience in Labour Relations; 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. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations and |

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| | | Labour Relations Act; Human Resource Management; Conflict Management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Proven computer literacy (MS Office); Ability to work independently and as part of a team; Planning, organising and execution; Written and verbal communication. |
| <u>DUTIES</u> | : | Handle the following: Misconduct matters; Grievances matters; Disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service and represent the employer in dispute matters; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates and represent the employer in disciplinary hearings. |
| <u>ENQUIRIES</u> | : | Ms I Sinclair Tel No: (021) 483 3520 |
| <u>POST 04/103</u> | : | <u>PERFORMANCE PRACTITIONER: PERFORMANCE CONSULTING REF NO: DOTP 03/2024</u> |
| <u>SALARY</u> | : | R359 517 per annum (Level 08) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government |
| <u>REQUIREMENTS</u> | : | 3-year National Diploma/B-Degree (equivalent or higher qualification) in Human Resource Management or Labour Law; A minimum of 1-year relevant experience in people management. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Analytical thinking; Strategic thinking; Conflict resolution; Monitoring, evaluation, and reporting; Presentation; Problem solving; Research; Ability to work independently and as part of a team; Ability to analyse, conceptualise, and implement policy. |
| <u>DUTIES</u> | : | Support and provide an advisory service to people managers with the management of poor performance/ill health; Identify poor performers from first, second and final ratings for the relevant cycle; Compile report per department on the poor performers identified as well as the progress made in this regard; Initiation of the poor performance management process and procedures; Manage the development of Poor Performance Case Management System; Administrator of the poor performance case management system; Any Ad Hoc related duties required from and/or within the Performance Consulting. |
| <u>ENQUIRIES</u> | : | Ms T Viljoen at Tel No: (021) 483 4375 |
| <u>POST 04/104</u> | : | <u>CASE MANAGER: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 05/2024</u> |
| <u>SALARY</u> | : | R359 517 per annum (Level 08) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant administrative experience. Recommendation: MS Excel experience. Competencies: Knowledge of the following: Statistical analysis; Database administration; National, provincial and departmental legislation, policies and procedures; Fact-finding techniques and investigative procedures applicable to forensic auditors/investigators; Fraud risk assessment and forensic audit planning techniques; South African legal system; Inter-governmental relations; HR and administrative systems and processes; Financial management prescripts and processes; Skills needed: Administrative and analysing; Proven computer literacy; Written and verbal communication; Project management. |
| <u>DUTIES</u> | : | Daily and continuous maintenance of the case management system; Administer the process of following up on recommendations made by Provincial Forensic Services; Compilation of monthly statistical and/or progress reports using information from the case management system; Liaison with relevant stakeholders. |
| <u>ENQUIRIES</u> | : | Mr R Janse van Rensburg Tel No: (021) 483 0901 |
| <u>POST 04/105</u> | : | <u>SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: DOTP 01/2024</u> |
| <u>SALARY</u> | : | R202 233 per annum (Level 05) |
| <u>CENTRE</u> | : | Department of the Premier, Western Cape Government |
| <u>REQUIREMENTS</u> | : | Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an asset management; warehouse management; inventory management 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. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; Relevant systems (Asset Management sections) or any Other Asset Management system. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Written and verbal Communication; Client and goal oriented; Ability to work independently and as part of a team. |
| <u>DUTIES</u> | : | Assist with asset disposal; Barcoding of Assets; Perform physical asset verifications; Attend to asset movements; Updating of the asset register; Arrange meetings; Provide support to line function (Customer Care). |
| <u>ENQUIRIES</u> | : | Mr W Brits Tel No: (021) 483 8187 |

PROVINCIAL TREASURY

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

CLOSING DATE : 19 February 2024

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

OTHER POSTS

POST 04/106 : **BUDGET COORDINATOR: PROVINCIAL GOVERNMENT FINANCE REF NO: PT 06/2024**

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

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 6 functional specialist experience. Recommendation: Experience in the following: Management accounting field, expenditure analysis and report writing. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury regulations, Provincial Treasury Directives); Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Basic accounting system and its structures; Appropriation accounts; Submissions to Accounting Officer, Ministers, Cabinet and Treasury; Relevant systems; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA); National Treasury Regulations (NTR's); Provincial Treasury Instructions (PTI's); Division of Revenue Act (DORA); Direct Charges Act; Inter-governmental Fiscal Relations Act; Appropriation Act as amended; Skills needed: Proven computer literacy; Presentation; Research and econometric.

DUTIES : Coordinating the main budget (EPRE) process for the province, including planning, assessing budget submissions, compiling the budget (printers' proof), drafting of the Bill and tabling of the main budget for the province; Coordinating the adjustment (AEPE) budget process for the province, including rollover applications, planning, assessing budget submissions, compiling the budget (printers proof), drafting of the Bill for the adjustment budget/s and tabling of the AEPE for the province; Coordinate, monitor and analyse the In-year budget spending performance of 3 departments/ votes; Management of staff.

ENQUIRIES : Ms M Nicholas Tel No: (021) 483 4896

POST 04/107 : **CHIEF ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 3 REF NO: PT 07/2024**

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

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : A appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Accounting or Finance (with Accounting 3 as a major subject); A minimum of 6 years' experience in a financial accounting environment of which 3 years must be management experience; A valid code B driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge and experience in the following: Generally, Recognised Accounting Practice (GRAP); Municipal Standard Chart of Accounts (mSCOA); Project management. Competencies: Knowledge of the following: Municipal accounting systems; Skills needed: Computer literacy, Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Project management; Communication (written and verbal); Presentation; Research; Negotiation skills; Ability to work under stress; Ability to manage many tasks simultaneously; Innovation.

DUTIES : Project management of mSCOA; Assess municipalities against the relevant Accounting Reporting Framework to inform the application of accounting standards; Conduct analysis of municipal financial data and promoting good governance to enhance transparency on reporting; Service excellence with people; Financial accountability and competent asset stewardship.

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

POST 04/108 : **PROCUREMENT MANAGER: STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACTING REF NO: PT 09/2024**

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

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| <u>CENTRE REQUIREMENTS</u> | : | Provincial Treasury, Western Cape Government |
| | : | An appropriate 3-year B-Degree (or higher qualification) in Supply chain management, Financial Management or Economics; A minimum of 3 years middle management experience in contract management or strategic sourcing environment. Recommendation: Experience in the following: Evaluation and analysing procurement information and data; South African marketplace; Procuring in terms of policies and prescripts and in different sourcing methodologies. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector supply chain management legislation, policies and procedures; Research and reporting procedures; Strategic sourcing methodologies; Financial Management and Project Management; Skills needed: Entrepreneurial thinking; Analysing; Planning and organising; Delivering results and meeting customer expectations; Learning and researching; Written and verbal communication. |
| <u>DUTIES</u> | : | Guide and manage the design, development and maintenance of strategic procurement strategies; Identify and manage strategic procurement risks; Ensure effective and efficient demand management services; Ensure an effective and efficient acquisitions management service. |
| <u>ENQUIRIES</u> | : | Ms N Ebrahim Tel No: (021) 483 6645 |
| <u>POST 04/109</u> | : | <u>SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 05/2024</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE REQUIREMENTS</u> | : | Provincial Treasury, Western Cape Government |
| | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Working knowledge on the Basic Accounting System (BAS). Competencies: Data analytical skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with basic enquiries. |
| <u>DUTIES</u> | : | Rendering of a user support and training to departments system users in the province; Assessing and maintaining the financial management system and time identification of new system requirements and arranging system applications; The investigation, implementation and management of an analytical tool for the detection of irregular fraudulent transactions on financial systems; The analysis and provision of system data to all departments; Responsible for the department system controller functions specifically related to the day-to-day management of transversal systems to Provincial Treasury. |
| <u>ENQUIRIES</u> | : | Mr I Callaghan Tel No: (021) 483 8277 |

DEPARTMENT OF SOCIAL DEVELOPMENT

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| <u>CLOSING DATE</u> | : | 19 February 2024 |
| <u>NOTE</u> | : | Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co . will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. |

MANAGEMENT ECHELON

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| POST 04/110 | : | <u>REGIONAL DIRECTOR: EDEN KAROO REF NO: DSD 01/2024</u> |
| <u>SALARY</u> | : | R1 162 200 per annum (Level 13), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years' experience at a middle-management level. Recommendation: A valid driving license/ Alternative mode of transport for a person with disabilities. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Education environment; Management principles; Public Service procedures; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning. |
| <u>DUTIES</u> | : | Oversee the management and implementation of the following social welfare and community development services within the Eden Karoo Region: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Community Development Programmes; Oversee district business planning, information management and stakeholder management; Strategic Management; Oversee regional level and corporate service; Financial Management. |
| <u>ENQUIRIES</u> | : | Ms. A Van Reenen Tel No: (021) 483 3996 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |

OTHER POSTS

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| POST 04/111 | : | <u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD 03/2024</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or related; A minimum of 3 years executive office experience. Recommendation: 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. Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of organization; Financial management, monitoring and reporting procedures and systems; Department strategic planning and monitoring and evaluation processes; Policies and procedures related to the management of staff (disciplinary code, Labour Relations Act, Basic Conditions of Employment Act, and Performance Management. Skills needed: Written and verbal communication; Computer literacy; Project management; Accounting finance and audit; Report writing; Change management; Strategic management and Time management. |
| <u>DUTIES</u> | : | Coordinate and execute ministerial and other HOD enquires; Perform a liaison role between the Department in its relations with other government departments; Render a support service to HOD in the organising of meetings; Render a secretariat service for all meetings; Render administrative support (including travelling, budgets, reporting and submissions); People Management. |
| <u>ENQUIRIES</u> | : | Ms R Patel Tel No: (021) 483 9392 |
| <u>APPLICATIONS</u> | : | Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co |
| <u>NOTE</u> | : | Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered. |
| <u>CLOSING DATE</u> | : | 19 February 2024 |

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| POST 04/112 | : | <u>ASSISTANT DIRECTOR: BUSINESS PLANNING REF NO: DSD 06/2024</u> |
| <u>SALARY</u> | : | R424 104 per annum (Level 09) |
| <u>CENTRE</u> | : | Department of Social Development, Western Cape Government |
| <u>REQUIREMENTS</u> | : | An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. 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; Skills needed: |

DUTIES

Communication (written and verbal); Analytical and strategic thinking; Project management; Ability to analyse, conceptualise and implement policy, Research.

: Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process; Facilitate and perform all tasks required 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 analyse 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.

ENQUIRIES

: Ms S Nieftagodien Tel No: (021) 483 6279

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 19 February 2024