



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2023  
DATE ISSUED 11 AUGUST 2023

### 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](http://www.thensg.gov.za).

### AMENDMENT

**PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER:** Kindly note that all the positions below SMS level advertised in the DPSA circular 27 dated 04 August 2023 with the closing date of 21 August 2023. The Office of the Premier as an equal opportunity employer is committed to promote gender equality and empowerment of women, employment of persons with disabilities and youth. In terms of the Employment Equity Plan of the Office, preference will be given to women, persons with disabilities and youth for filling the following posts. The new closing date 25 August 2023.

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

- APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com).
- CLOSING DATE** : 04 September 2023
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**OTHER POST**

- POST 28/325** : **GROUNDSMAN, ELSENBURG REF NO: AGR 43/2023**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)  
: Department of Agriculture, Western Cape Government  
: Basic Literacy and Numeracy (ABET level 2/Grade 5). Recommendation: Relevant experience. Competencies: General knowledge of routine manual maintenance activities. Skills required: good verbal communication skills and basic numeracy.
- DUTIES** : Perform routine activities in respect of grounds to include but are not limited to: irrigation & watering of plants/lawn, weeding, pruning and trimming of plants, cutting, seeding and transplanting of plants, mowing of lawns, disposing of organic waste, dig up compost, spraying; Perform general routine activities in respect of infrastructure which would include the following but is not limited to: maintaining road marking, painted surfaces, canals, buildings; Cleaning signs and light fittings, sweeping, mixing and laying cement for walkways, driveways, unblocking of drains, empty and clean waste collection bins, cleaning and maintenance of roads, pavements and greenhouses; Perform general activities which would include but are not limited to: Care for equipment eg. Cleaning, oiling and sharpening, loading/offloading furniture, make minor repairs to furniture.
- ENQUIRIES** : Mr V Govender Tel No: (021) 808 5422

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

**OTHER POSTS**

**POST 28/326** : **DEPUTY DIRECTOR: REGIONAL OPERATIONS SUPPORT REF NO: CAS 32/2023**

**SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge and ability in the following: Planning and organising: Strategic planning to set objectives to ensure proper linking to the relevant Head Office Components; plan for activities, which include compiling of management reports. Finance: Budget planning; Set budget levels and expenditure control. Initiate methods to improve the effective utilisation of funds. Human Resource Matters: Dealing with the demands of a constantly changing workplace; Oversee district offices. Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. National Sport and Recreation policies and legislation, including the National Sport and Recreation Plan Computer: Operational / utilisation of specific computer software packages and efficient utilisation of both hardware and software. Written and verbal communication skills.

**DUTIES** : Financial Management; Human Resource Management; Policy and Strategy; Sport and Recreation Programme implementation; Liaise with the relevant role-players such as: Local Authorities, Schools, Sport federations, Other Provincial & National departments, Sport councils, Recreation structures, Private sector organisations, NPO/ NGO's.

**ENQUIRIES** : Mr L Bouah Tel No: (021) 483 5891

**POST 28/327** : **SPECIALIST HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 35/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in the field of Archaeology, Palaeontology, Geology, Meteorites, Heritage Conservation, Anthropology, Building Science or History; A minimum of 5 years relevant experience; A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Masters 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; Development of systems and databases; Planning and organising; Conflict resolution.

**DUTIES** : 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.

**ENQUIRIES** : Ms C Scheermeyer Tel No: (021) 483 9682

**POST 28/328** : **ICT SUPPORT OFFICER: LIBRARY SYSTEMS SUPPORT REF NO: CAS 33/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A minimum of 3 years' experience in information network or infrastructure environment; A valid (Code B or higher) driving license. Recommendation: Willingness to travel on his/her own to provide ICT Services to libraries across the province. Competencies: Knowledge of provincial and public libraries; Skills needed: Applying expertise

- and technology; Analysing; Relating and networking; Working with people; Planning and organising; Delivering results and meeting customer expectations; Following instructions and procedures; Adapting and responding to change; Deciding and initiating action; Writing and reporting; Learning and researching; Coping with pressures and setbacks; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Responsible for the end user environment; Responsible for training of library staff on the software installed on the PC's and initial troubleshooting; Conduct system application support/maintenance; Provide inputs in policy and budget.
- ENQUIRIES** : Ms E Links Tel No: (021) 483 5140
- POST 28/329** : **LIBRARIAN: SELECTION REF NO: CAS 34/2023 (X2 POSTS)**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences. Recommendation: Experience in the following: Collection development and evaluation of library material; Cataloguing experience using AACR2 or RDA; Children's literature collection development; Electronic resources collection development. Competencies: Knowledge of the following: Book knowledge; Library selection procedures; Library Information Management System; MARC21; Budgeting; Skills needed: Proven computer literacy (MS Office); Presentation skills; Planning and organisational; Time management; Ability to work independently, as part of a team and under pressure.
- DUTIES** : Evaluation of library material; Creation of bibliographic records; Collection development; Promotion of library material.
- ENQUIRIES** : Mr S Jonck Tel No: (021) 483 5475

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

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

#### **OTHER POSTS**

- POST 28/330** : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 18/2022 R1**
- SALARY** : R811 650 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years management level experience working in a business environment. Recommendation: Master's degree (or higher qualification) in economics; Experience in the following: Managing impact assessment projects across a wide range of sectors; Leading research projects; Using costs benefit analysis tools; Standard Cost Modelling and similar tools; The business industry and sectors. Competencies: Knowledge of the following: Concept of red tape and its reduction; Modern systems of governance; Project Management; Stakeholder Relationship Management. Skills needed: Written and verbal communication; Problem-solving; Research; Proven computer literacy (MS Office).
- DUTIES** : Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of

red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.  
**ENQUIRIES** : Ms M Ellis at (083) 565 1867

**POST 28/331** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 03/2022 R2**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (Advanced Diploma/BDegree/ equivalent or higher) in Supply Chain Management or Financial Management; A minimum of 3 years supervisory experience in a supply chain management working environment. Competencies: Knowledge of the following: Supply Chain Management; Application of relevant procurement legislation/policies; LOGIS and IPS/e-PS. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Presentation; Planning and organising; Problem solving. Ability to: Work independently and as part of a team; Work under pressure and to cope with a high workload.

**DUTIES** : Coordinate and execute the quotation and bidding processes; Ensure prevention of fraud and abuse of the SCM system interventions; Monitor, analyse and determine actions to ensure compliance with contract management; Manage commitments and accounting; Staff supervisory functions; Uphold service delivery and standards.

**ENQUIRIES** : Mr M Hartman Tel No: (021) 483 9148

**POST 28/332** : **ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT (RECORDS MANAGEMENT) REF NO: DEDAT 21/2023**  
(12 Month Contract)

**SALARY** : R424 104 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Information Management Degree. Competencies: Knowledge of the following: Relevant Legislation, policies, prescripts, and procedures related to records and knowledge management; Records management systems; Electronic content management; Project management; Management and people management principles; Skills needed: Written and verbal communication; Proven computer literacy; Facilitation and presentation; Analytical and problem solving; Planning and organising.

**DUTIES** : Develop and actively promote the identification, implementation and maintenance of knowledge and information management services; Develop and maintain departmental physical records system; Provide a registry service; Develop and maintain electronic content management (ECM) systems; Draft, administer and/or review the business continuity plan and the management of security services; People Management.

**ENQUIRIES** : Mr D Stevens Tel No: (021) 483 9243

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

**CLOSING DATE** : 28 August 2023

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the

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

#### OTHER POST

**POST 28/333** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY MANAGEMENT REF NO: EADP 37/2023**

**SALARY** : R451 587 per annum, (OSD as prescribed)  
**CENTRE** : Environmental Affairs and Development Planning, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning. Competencies: Knowledge of the following: Environmental Management (air quality management, integrated environmental management; pollution management; regulatory services); Air Quality Management Systems (e.g. air quality monitoring network, atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM: AQA); Environmental legislation (e.g. NEMA, NEM: AQA). Skills in the following: Communication (written and verbal); General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Excellent research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team.

**DUTIES** : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Provide specialist advice and technical expertise and assistance with respect to the operation and maintenance of an air quality monitoring network; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

**ENQUIRIES** : Dr J Leaner Tel No: (021) 483 2888

#### 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.

#### OTHER POSTS

**POST 28/334** : **HEAD CLINICAL UNIT GRADE 1 (PAEDIATRICS)**

**SALARY** : R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Red Cross War Memorial Children's Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Sub-Specialist in Paediatric Cardiology. Registration with a professional body: Registration with the HPCSA as Medical Sub-Specialist in Paediatric Cardiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatric Cardiology. Inherent requirements of the job:

Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Manage the Cross-platform Paediatric Cardiology clinical service delivery including commuted after-hour services at Red Cross War Memorial Children's Hospital and Tygerberg Hospital. Competencies (knowledge/skills): At least three years Clinical experience in Paediatric Cardiology. Experience in academic teaching, health worker capacity building and research. Scientific publications and postgraduate supervision experience. Experience in project and people management. Good communication skills, facilitation and team-building skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Paediatric Cardiology Health Care systems development, support and outreach.

- DUTIES** : Strengthen and deliver Cross-platform Paediatric Cardiology clinical services for children in the Department of Paediatrics and Child Health at Red Cross War Memorial Children's Hospital and the Department of Paediatrics and Child Health at Tygerberg Hospital, as well as referral hospitals in the Cape Town Metro and the Western Cape. Service co-ordination and management support: Manage as Clinical Unit Head the Paediatric Cardiology units at Red Cross War Memorial Children's Hospital and Tygerberg Hospital, including human and financial resources. Provide support for the Executive Heads of Paediatrics and Child Health at both Red Cross War Memorial Children's Hospital and Tygerberg Hospital in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities, assist with service coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Paediatric Cardiology burden of disease; manage and support staff and participate in departmental FBU activities at both Red Cross War Memorial Children's Hospital and Tygerberg Hospital. Academic teaching and research: Co-ordinate, and actively participate in the academic under- and post-graduate paediatric training program (including clinical teaching) at the Faculty of Health Sciences, University of Cape Town and the Faculty of Medicine and Health Sciences, Stellenbosch University. Perform and supervise Paediatric Cardiology research activities in both the Department of Paediatrics and Child Health, Faculty of Health Sciences, University of Cape Town and the Department of Paediatrics and Child Health, Faculty of Medicine and Health Sciences, Stellenbosch University.
- ENQUIRIES** : Prof R Muloiwa Tel No: (021) 650-1779
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 01 September 2023
- POST 28/335** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R1 214 805 per annum  
Grade 2: R1 386 069 per annum  
Grade 3: R1 605 330 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Directorate: Violence Prevention Unit
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the Health Professions Council of South (HPCSA) Africa as a Medical Specialist in Public Health. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Public Health. **Grade 2:** A minimum of 5 years appropriate experience as Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. **Grade 3:** A minimum of 10 years appropriate experience as a Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Inherent requirements of the job: A valid driver's license. Good written and communication skills in at least two or more

of the three official languages of the Western Cape. Willingness to work overtime and travel. Competencies (knowledge/skills): Ability to conduct independent research and report research findings to professional and non-professional audience. Critical thinking and reasoning skills. Good presentation and communications skills. Innovative problem-solving skills. Intermediate to advanced computer literacy. Knowledge and understanding of social and cultural dynamics within communities. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Policy analysis and writing skills. Project design and management skills. Statistical analysis and data evaluation abilities. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

- DUTIES** : Design, manage and implement tools and projects to assess/improve efficiency, effectiveness and quality of violence prevention initiatives and interventions. Management of resources with respect to Financial Management and Human Resource Management. Perform project management and report writing functions within the Directorate: Violence Prevention Unit. Provide inputs into provincial and departmental planning processes with regards to violence prevention and safety. Provide support to the Directorate: Violence Prevention Unit in terms of data analysis and interpretation, data visualisation, monitoring and evaluation of violence prevention initiatives and interventions.
- ENQUIRIES** : Ms JO Arendse Tel No: (021) 815-8612 / Mr N Van Der Walt Tel No: (021) 815-8713
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 25 August 2023
- POST 28/336** : **DEPUTY DIRECTOR FINANCIAL MANAGEMENT (REVENUE ADMINISTRATION)**  
Directorate: Management Accounting, Sub-directorate: Revenue Administration
- SALARY** : R811 560 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 undergraduate degree: Finance or Accounting or equivalent qualification. Experience: Extensive experience in revenue administration. Extensive experience in engaging with external funders and debt collectors. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Knowledge of Hospital Fees policies and procedures, Hospital tariff structures and Accounting Receivable System. Knowledge of UPFS tariff structures as well as Knowledge of HIS, Accounts Receivable System would be advantageous. Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel and Word. Proficiency in cost management principles, budgeting and other management accounting tools and techniques. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Project Management.
- DUTIES** : Manage the Revenue Budget processes for the Department of Health. Monitor and Report on revenue collection. Achieve annual revenue target. Annual review and implement revised tariffs for patient fees and other sundry revenue.



		Oversee Debt recovery strategies within the Department of Health and Wellness.
<b><u>ENQUIRIES</u></b>	:	Ms D Mogane Tel No: (021) 815-8643
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post.
<b><u>CLOSING DATE</u></b>	:	25 August 2023
<b><u>POST 28/337</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R444 741 per annum Grade 2: R520 785 per annum Grade 3: R612 642 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: A minimum of 3 years of appropriate experience in hospital or centralized radiopharmacy. Inherent requirement of the job: Willingness to provide an Ultrasound Imaging Service. Must be able to work in a multidisciplinary team. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Competencies (knowledge/skills): Knowledge of abdominal, vascular, Paediatric, and Musculo-skeletal ultrasound. Training of students and peers. Good interpersonal skills. Ability to work independently and in a team.
<b><u>DUTIES</u></b>	:	Provide a comprehensive diagnostic ultrasound service as well as accurate report writing. Assist with training and evaluation of Diagnostic and Sonography students and Radiology registrars. -General care and preparation of patients. Effective administration within the ultrasound unit regarding patient service as well as safe use of equipment. -Maintain case records and statistics. Participate in CPD programmes. Assistance with research and training needs.
<b><u>ENQUIRIES</u></b>	:	Ms B Dreyer Tel No: (021) 938-5918
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	1 September 2023
<b><u>POST 28/338</u></b>	:	<b><u>CHIEF ARTISAN: GRADE A</u></b> Overberg District (Contract Post Until 31 March 2024)
<b><u>SALARY</u></b>	:	Grade A: R434 787 per annum+ 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Overberg District Office, Caledon
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Certificate (Electrical/Painting/Carpentry/Plumbing). Experience: A minimum of at least 10 years appropriate experience after obtaining the Trade Certificate as an Artisan / Artisan Foreman. Appropriate supervisory / managerial experience. Inherent requirements of the job: Good communication skills in at least two of the three official languages of Western Cape. Willingness to work overtime and perform standby duties afterhours, weekends and public holidays should the need arise. Must be physically fit to perform duties as required. Valid Code (B/EB/EC1) drivers' licence. Competencies (knowledge/skills): Appropriate building management experience. Ability to work independently and good organisational and project management skills. Knowledge of the relevant legislative prescripts, policies and procedures. Computer proficiency in MS Word, Excel, PowerPoint and Outlook.
<b><u>DUTIES</u></b>	:	Strategic Planning and management of health facility maintenance needs and infrastructure projects. Provide input and assistance with technical specifications. Render sound quality and risk management practices.

		Implement strategies to ensure continuous adherence to OHS&A and other legislative frameworks. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms R Zondo Tel No: (028) 214-5804
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	01 September 2023
<b><u>POST 28/339</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: THEATRE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum (Plus, a non-pensionable rural allowance of 8% of your annual basic salary is payable).
<b><u>CENTRE</u></b>	:	Riversdale Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform night duty, on- call, after-hour, and weekend standby duties for the hospital. Competencies (knowledge/skills): Skilled Nurse Clinician able to lead and assist in managing the Operating Theatre. Ability to analyse and interpret information and statistics, provide and compile reports, and establish and monitor effective theatre, IPC and CSSD practices in Theatre. Manage effective appropriate and updated Theatre services. Stock and equipment management, problem solving and decision-making skills. Assist in Human Resource and Financial Management.
<b><u>DUTIES</u></b>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel with regards to Theatre services. Render advanced clinical nursing care and support clinical staff with all theatre and surgical procedures, IPC practices and CSSD procedures. Utilize human resources, material, and physical resources efficiently and effectively in the theatre. Maintain professional growth/ethical standards and self- development. Provision of effective training and research in Theatre and for all nursing staff.
<b><u>ENQUIRIES</u></b>	:	Mr P Moolman Tel No: (028) 713-8643
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Nursing Science: Operating Theatre Nursing.
<b><u>CLOSING DATE</u></b>	:	01 September 2023
<b><u>POST 28/340</u></b>	:	<b><u>BED MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R424 104 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain District Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An Appropriate 3-year Health related qualification (degree/diploma), registrable with the relevant council of South African Nursing Council or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience as a health professional in a hospital setting. Appropriate experience in Bed Management processes and administration is recommended. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of relevant legislation and policy related to bed management with the public sector. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Proven effective communication, interpersonal relationship, leadership, decision making, and conflict resolution skills. Good organizational skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	:	Responsible to lead, guide, support and develop the patient flow management of Mitchells Plain Hospital. Apply efficient information management processes relating to bed management activities utilizing current Health information management systems. Participate in training and development of staff and in research activities. Utilize and manage resources with a focus on cost containment. Manage, monitor, evaluate and report on bed management related quality assurance activities and programs.
<b><u>ENQUIRIES</u></b>	:	Dr J Marszalek Tel No: (021) 377-4779
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	01 September 2023
<b><u>POST 28/341</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PALLIATIVE CARE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R293 670 per annum Grade 2: R358 626 per annum Grade 3: R431 265 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Oral and verbal competency in at least 2 of the official languages of the Western Cape, of which English should be one. Computer Literacy. Physical and mental competency to perform the job. Willingness to undergo Palliative Care Training. Able and willing to work clinically and after hours, including standby duties. Willingness to travel and in possession of a valid (Code B/EB) driver's licence. Willingness to provide training to the multi-disciplinary team members and other role-players. Competencies (knowledge/skills): Excellent theoretical and clinical knowledge in general nursing and experience in/ knowledgeable about palliative care. Passionate about palliative care. Flexible, Responsive, Critical and Creative thinking, Complex problem-solving skills, ability to work collaboratively within the MDT and between internal and external teams.
<b><u>DUTIES</u></b>	:	Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive

health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.

- ENQUIRIES APPLICATIONS** : Ms RM Bezuidenhout Tel No: (023) 348-1104  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
- CLOSING DATE** : 01 September 2023
- POST 28/342** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: TRAINING: CBS)**  
Chief Directorate Metro Health Services
- SALARY** : Grade 1: R293 670 (PN-A2) per annum  
Grade 2: R358 629 (PN-A3) per annum  
Grade 3: R431 265 (PN-A4) per annum
- CENTRE REQUIREMENTS** : Southern/Western Sub-structure Office  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work after hours. Competencies (knowledge/skills): Good Communication Skills and Proficiency in at least two of the three official languages of the Western Cape. Knowledge and understanding of Integrated Health and Wellness/Community Based Services and NPO Sector Management. Knowledge and understanding of the Nursing Code of Ethics and Professional Scope of Practice of SANC. Computer literacy in MS Office Suite (MS Word, Excel, Power-Point) and MS Outlook. Proficiency in report writing. Appropriate training/facilitation experience.
- DUTIES** : Planning, co-ordination, implementation, and facilitation of formal training programmes for metro health district staff and NPO Staff: Professional Nurses and Community Health Workers. Mentoring and coaching of staff. Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes.
- ENQUIRIES APPLICATIONS** : Ms Y Cottee Tel No: (021) 202-0925  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
- CLOSING DATE** : 01 September 2023

**POST 28/343** : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES)**

**SALARY** : R202 233 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics /Mathematical Literacy / Accountancy as a passed subject. Experience: Appropriate experience in Revenue Department. Inherent requirements of the job: Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. -Knowledge of how to operate computer hardware.

**DUTIES** : Handling of patient account enquiries. Perform all duties associated with the follow-up and collection of outstanding accounts. Ensure the correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. -Billing of patient accounts and allocating payments. Handling of state monies.

**ENQUIRIES** : Mr L Kltshini Tel No: (021) 938-4387  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 01 September 2023

**POST 28/344** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
Garden Route District

**SALARY** : R202 233 per annum  
**CENTRE** : Knysna Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the PERSAL salary system. Experience: Appropriate Human Resource Management experience in the public sector. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Ability to interpret legislation and directives. Knowledge and experience of PERSAL and their relevant functions.

**DUTIES** : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management, and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations, and circulars. Assist with all other administrative functions in the Personnel component.

**ENQUIRIES** : Mr HA Claasen Tel No: (044) 302-8483  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 01 September 2023

**POST 28/345** : **STERILIZATION OPERATOR SUPERVISOR (CSSD)**

**SALARY** : R202 233 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in the CPD Sterilization and Decontamination services as an operator in a hospital setting. Inherent requirement of the job: Be willing to work standby. Willingness to work in any department within CPD (CSSD & Gas). Willingness to work shifts including weekends, public holidays and night duty. Competencies (Knowledge/Skills) Supervisory experience. Sound knowledge of decontamination and sterilization practices. Good problem solving and interpersonal skills. Basic Computer literacy (MS Word, Excel, Power point).

**DUTIES** : Manage, organize, and control Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human, Physical and Financial resource management of the CSSD and GSU. Maintain Quality Assurance and Infection Prevention measures in CSSD and GSU. Cost Containment with regards to human and material resources.

**ENQUIRIES** : Ms R Sutcliffe Tel No: (021) 404-2092

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 01 September 2023

**POST 28/346** : **TELKOM OPERATOR**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 per annum

**CENTRE** : Western Cape Rehabilitation Centre

**REQUIREMENTS** : Minimum educational qualification: General Education & Training Certificate (GETC) / Grade 9 (std 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment. Appropriate experience of General reception (Helpdesk) duties. Inherent requirements of the job: Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Physically able to hear and speak clearly. Competencies (knowledge/skills): Appropriate knowledge and ability to operate Switchboard equipment, a messaging and paging system effectively and efficiently. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).

**DUTIES** : Manage switchboard, efficient communication handling (both internally and externally) of incoming and outgoing calls and answer telephonic queries and deliver messages. Handling of all telecommunication equipment and related tasks and ensuring that switchboard and telephone equipment is in working order and report all faults to supervisor/ relevant persons. Maintain internal telephone directory. Provide feedback on the operational running of the component and support supervisor by adhering to the Code of Conduct for the Public Service. Render a general reception and an administrative support service to patients, public, and staff. Monitor telephone accounts and distribute monthly to departments.

**ENQUIRIES** : Mr G Viljoen Tel No: (021) 370-2368

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 01 September 2023

**POST 28/347** : **PRINCIPAL PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R147 036 per annum

**CENTRE** : New Somerset Hospital

**REQUIREMENTS** : Minimum educational qualification: Grade 9/Standard 7 or General education and training certificate. Experience: Appropriate experience in porter services in a hospital environment. Inherent requirements of the job: Willingness to perform duties at irregular hours and over time, when required. A valid Code (B/EB) driver's licence. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to cover/work shifts when required. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and service providers. Knowledge of the Occupational Health and Safety Act. Ability to work independently and in a team context. Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service. Must be of sober habits. Thorough knowledge of contracts, with regards to funeral contractors, the Dead-On-Arrival protocols, the removal of corpses protocol and handling of folders protocol.

**DUTIES** : Control and manage the utilization of personnel to ensure the patient is transported to treatment areas timeously. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel collect/clean wheelchairs, trolleys and collect blood hampers. Effective execution of all administrative functions applicable on a supervisory level and providing effective support to the Administrative Officer.

**ENQUIRIES** : Ms F Hardnick Tel No: (021) 402-6623  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 25 August 2023

**POST 28/348** : **GENERAL STORES WORKER (MAIN PHARMACY STORES)**

**SALARY** : R125 373 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirements of the job: Must be able to manage heavy cartons on a continuous basis. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal and communication skills.

**DUTIES** : Receipt of stock delivered of non-pharmaceutical goods from suppliers. Open cartons and check contents for correctness against the invoice and note expiry dates and batch numbers. Check external appearance for damage and accuracy. Deliver finished, final, and packaged pharmaceutical items to designated areas in the hospital. -Place checked stock in designated places. Uphold the cold chain. Assist with the issuing of stock to the pharmacy. Stock-taking and keeping the areas neat, tidy, and hygienic. Report all deviations and discrepancies.

**ENQUIRIES** : Ms M Erasmus Tel No: (021) 938-4678  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Successful candidates may undergo competency assessments/proficiency tests.

**CLOSING DATE** : 01 September 2023

**POST 28/349** : **CLEANER (X2 POSTS)**

**SALARY** : R125 373 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Ability to read and write. Experience: Appropriate experience in cleaning and waste management. Inherent requirement of the job: Render a shift duty and rotate in different departments. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape. Competencies (knowledge/skills): Must have knowledge of routine cleaning processes, and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape. The ability to do physical tasks and operate heavy duty cleaning.

**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Optimal support to supervisor and colleagues.

**ENQUIRIES** : Ms M Wehr Tel No: (021) 404-4052  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 01 September 2023

**POST 28/350** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENT** : Basic numeracy and literacy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Ability and willingness to work shifts, weekends and public holidays as required. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to perform duties at irregular

hours and over time, when required. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and service providers. Knowledge of the Occupational Health and Safety Act. Must be of sober habits.

- DUTIES** : Accompany walking patients and safety transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. -Check and report and replace gas cylinders in wards/treatment areas and assist with shifting medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to the supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment.
- ENQUIRIES** : Mr Q Petersen Tel No: (021) 402-6182
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undertake a practical test.
- CLOSING DATE** : 25 August 2023

**POST 28/351** : **EMS SESSIONAL CLEANER (X2 POSTS)**  
(Contract: 01 September 2023 – 30 April 2026)

- SALARY** : 10 hours per week @ R70.60 per hour
- CENTRE** : EMS West Coast Stations: Vredenburg, EMS Overberg Stations: Botrivier
- REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a hospital / health facility environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

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

- ENQUIRIES** : EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853, EMS Overberg District Office – Ms H Esterhuizen Tel No: (028) 312-1063 / Mr M Jacobs Tel No: (028) 284-9100
- APPLICATIONS FOR ATTENTION** : To the Director Emergency Medical Services, Private Bag X24, Bellville 7530.
- NOTE** : Ms M Lambert
- CLOSING DATE** : No payment of any kind is required when applying for this post.  
01 September 2023

#### **DEPARTMENT OF INFRASTRUCTURE**

- APPLICATIONS** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted.
- CLOSING DATE** : 28 August 2023
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**



**POST 28/352** : **CHIEF ENGINEER (GRADE A): REGIONAL HUMAN SETTLEMENT SUPPORT REF NO: DOI 62/2023**

**SALARY** : Grade A: R1 146 540 per annum, (all-inclusive salary package), (OSD as prescribed).

**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer; A minimum of six years post qualification experience required as a Registered Professional Engineer; A valid code B driving licence. Competencies: Knowledge of applicable policies, guidelines, designs standards, best practices, procedures and legislation; National and provincial human settlements strategic goals, objectives, targets, activities; Engineering, legal and operational compliance; National Housing Code, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBR) guidelines, procurement and tendering processes as well as the National Building Regulations; Public Finance Management Act (PFMA); Occupational Health and Safety (OCHSA); Communication (written and verbal) skills; Planning, organising and People Management skills; [Programme/ Project Management; Strategic capability, leadership and managerial skills; Proven computer literacy; Analytical thinking skills; Interpersonal skills; Ability to work effectively both as part of a team and independently.

**DUTIES** : Engineering design and analysis effectiveness; Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources; Financial Management; People management.

**ENQUIRIES** : Ms R Tiry Tel No: (021) 483 4858  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 28/353** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES REF NO: DOI 61/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory 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. Recommendation: Working knowledge of the following: Microsoft environment; Information Technology Information Library (ITIL); Control Objectives for Information and Related Technologies (COBIT 4). Competencies: Knowledge of the following; Business Analytics; Principles and processes for providing customer services; ICT policy understanding and implementation; Applicable and regulatory requirements policies and standards (ICT Security Policy, CGICTPF, PFMA, APP, ICT Strategic Plans); Communication skills (written and Verbal).

**DUTIES** : Identify, implement and maintain departmental ICT Infrastructure and application systems; Management Support in departmental transversal application systems; Facilitation of ICT Governance Implementation and Monitoring; Coordinate Departmental ICT Strategies and Policy Implementation; Manage the interface with Cel and other service providers; Coordinate and facilitate the introduction and optimisation of system; Determine and communicate financial requirements to execute assigned deliverables; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Human Resource Management; Financial management.

**ENQUIRIES** : Ms TL. Singh Tel No: (021) 483 5519  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 28/354** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO. DOI 75/2023 (X2 POSTS)**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting, Supply Chain Management or Commerce; A minimum of 3 years supervisory level experience in Accounting, Auditing, Finance or Supply Chain Management. Recommendation: Accounting 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: Asset Management; Accounting; SCOA; Public Finance Management Act; LOGIS; Skills needed: Excellent Excel; Strategic Thinking; Problem solving and decision making; Computer literacy in MS Office Package; Communication skills (written and verbal); Report writing.
- DUTIES** : Implement the asset management system, including the establishment and implementation of the Asset Management Unit and Departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanisms to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Determine and communicate financial requirements to execute assigned deliverables; Human resource management.
- ENQUIRIES** : Ms P.van der Merwe Tel No: (021) 483 6915
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 28/355** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) REF NO: DOI 57/2023 (X4 POSTS)**
- SALARY** : Grade A: R410 338 - R441 045 per annum  
Grade B: R464 703 - R499 275 per annum  
Grade C: R531 117 - R622 134 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of 3 years post qualification Engineering Technologist experience required; A valid code B driving licence; Compulsory registration with ECSA as a Professional Engineering Technologist or have submitted with ECSA for professional registration as a Professional Engineering Technologist (proof of payment or any other attachments shall only be requested from shortlisted candidates) Note: Compulsory registration with ECSA as a Professional Engineering Technologist must be obtained within 6 months from appointment. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, road/bridge/ culvert construction and/or maintenance experience of surface and gravel roads; Experience in asset management and/or data collection processes of roads infrastructure; Exposure to project management, budget and financial management of engineering projects; Exposure to IT systems and the development of systems for engineering applications; Further studies or formal courses; Experience and good command across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

- DUTIES** : Provide technological advisory services:-Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.
- ENQUIRIES** : Mr J Neethling at (073) 952 9707
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 28/356** : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - ROUTINE MAINTENANCE REF NO: DOI 65/2023**
- SALARY** : Grade A: R410 388 - R441 045 per annum  
Grade B: R464 703 - R499 275 per annum  
Grade C: R532 117 - R622 134 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist; A minimum of 3-years post qualification Engineering technologist experience; A valid driving licence (Code B or higher). Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Road safety aspects regarding land use, expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.
- DUTIES** : Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
- ENQUIRIES** : Mr E van Wyk Tel No: (044) 272 6071
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 28/357** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 11/2023 R1 (X2 POSTS)**
- SALARY** : Grade A: R353 013- R376 806 per annum  
Grade B: R398 865- R428 619 per annum

Grade C: R451 587- R531 117 per annum  
(Salary will be determined based on post registration experience as prescribed by OSD).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma in Megatronics/ Mechanical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician: Mechanical/Mechatronics; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Recommendation: Exposure to the fleet maintenance industry: Procurement; Economic life schedules; Oils analysis programmes and Heavy load transport normal/abnormal. Competencies: Knowledge of the following: Technical: Project Management; Technical design and analysis; Research and development; Computer-aided engineering applications; AutoCAD drawing; Legal compliance; Technical report writing; Technical consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication (written and verbal); Computer skills; People Management; Planning and Organising; Change Management; Good analytical.

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

**ENQUIRIES APPLICATIONS** : Ms M Subailey Tel No: (021) 959 7700  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 28/358** : **ASSET CLERK: ASSET MANAGEMENT REF NO: DOI 60/2023 (X3 POSTS)**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant work 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: Accounting; Office procedures; Applicable legislative and regulatory requirements, policies and standards; Disciplinary knowledge in public administration; Administrative and clerical procedures and systems; Applicable information management system; Communication (verbal and written) skills; Concern for others; Diversity citizen; Self-management.

**DUTIES** : Order and receive assets by ensuring that there is funding available and a need exists; Receive, capture and file Log1; Obtain quotes in accordance with policies and prescripts; Maintain contracts file and asset register by utilising contracts to procure goods/services that are on contracts; Maintain accurate records of contracts utilised and available for use; Marking assets; Maintaining an accurate ledger of assets on logis; Identify shortages and surpluses; Update asset register; Update theft and losses register; Report on movement of assets by capturing all donations received and issued; Download asset reports; Participate in annual (bi-annual) stock take; Check if transactions comply with legislative requirements with regards to transaction control sheet.

**ENQUIRIES APPLICATIONS** : Mr C Matthyse Tel No: (021) 483 4636  
: 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>

<b><u>POST 28/359</u></b>	:	<b><u>OPERATOR: HEAVY EQUIPMENT REF NO: DOI 76/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 10 certificate or equivalent; A minimum of 6 years relevant experience; A valid code EC/EC1 driving license with a professional driving permit (PDP). Recommendation: Experience in the following: Use, loading and transporting of road construction equipment; Use of safety equipment; Basic maintenance of the Transporter. Willingness to travel and sleepout using caravans throughout the Central Korea and Garden Route Districts. Competencies: Knowledge of the following: Operating of construction related machines; Safety precautions pertaining to the transporting of abnormal loads; Abnormal load permits; Operating minor and large construction machines; Conflict and diversity management; Skills needed: Planning, Organising; Planning and problem solving; Professional driving; Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.
<b><u>DUTIES</u></b>	:	Transportation of road construction machinery and equipment with Transporter; Ensure load on Transporter is legally compliant according to the permit and check validity of transport permit; Load and secure road construction equipment; Check Transporter for roadworthiness; Check safety equipment; Complete logs for Transporter; Clean and daily maintenance on Transporter; Test road construction equipment at workshop; Collect spares and material; Transport employees to and from work when required; Maintenance of roads. Operate various other construction and maintenance machinery.
<b><u>ENQUIRIES</u></b>	:	Mr. M Stegmann Tel No:(044) 272 6071
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 28/360</u></b>	:	<b><u>TRADE WORKER (PAARL) REF NO: DOI 70/2023</u></b>
<b><u>SALARY</u></b>	:	R171 537 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification; A minimum of 3 years relevant experience; A valid (Code EC or higher) driving license. Competencies: Ability in the following: Good verbal and written communication skills; Good people skills; Client orientated; Planning and Organising.
<b><u>DUTIES</u></b>	:	Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the mechanics in servicing the earthmoving equipment using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the mechanics; Remove heavy objects using the fork lifter; Take vehicles for roadworthy test; Transport and collect vehicles to the agents; Load and unload the transporter; Helping the artisans with condition report; Do fault finding and diagnosis in the equipment; Heat and cut the components with the cutting torch; Rust repairs and spray painting of Earthmoving equipment; Steam cleaning equipment before spray painting; Straightened and aligning of panels; Mixing of paint; Cleaning of spray boot; Making sure extractor fans is in good working condition; Draw of different paints and thinners and other materials to be used from stores; Preparing surface before welding; Welding frames for signboard; Able to do Arch welding, Mig welding, Gas welding, brazing and soldering; Able to cut material with cutting torch, plasma cutter and electrical cutter (e.g. grinder) as required; Warm up seized and rusted bolts and pins to be removed from earth moving equipment; Weld on new wear plates to the FrontEnd Loaders buckets and cracks on Grid Rollers frames; Removing from Earth Moving Equipment components to be repaired by welder and assemble; Operating Fork Lifter when required.
<b><u>ENQUIRIES</u></b>	:	Ms M van Wyngaardt Tel No: (021) 959 7700
<b><u>APPLICATIONS</u></b>	:	To submit your application, there are three methods in which you can apply, please only use one of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, <a href="mailto:westerncape@immploy.com">westerncape@immploy.com</a>

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE** : 04 September 2023

**POST 28/361** : **TRADE WORKER: RADIO COMMUNICATION (BELLVILLE) REF NO: DOI 71/2023**

**SALARY** : R171 537 per annum (Level 04)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 10 or equivalent qualification; A minimum of 3 years relevant experience; A valid (Code EC or higher) drivers license. Competencies: Skills needed: Good verbal and written communication; Good people skills; Client orientated; Planning and organising.

**DUTIES** : Washing of tools, parts and machinery; Remove and fit components and heavy duty tyres; Assist the Technician in servicing the radio equipment and tools using electrical tools, hydraulic pressure; Draining and filling the engine with oil; Cleaning the work area; Accountable for the tools of the technicians; Helping Technician with condition reports; do fault finding and diagnosis of the equipment; operating Fork Lift and cherry picker when required; basic understanding of electronic equipment and support in radio services.

**ENQUIRIES** : Ms M van Wyngaardt Tel No: (021) 483 5713  
**APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE** : 04 September 2023

**POST 28/362** : **TRADESMAN AID (OUDTSHOORN) REF NO: DOI 72/2023**

**SALARY** : R147 036 per annum (Level 03)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving license. Competencies: Ability in the following: Good verbal & written communication skills; Good people skills; Client orientated; Planning and organising.

**DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards; Do small repair work on vehicles; Washing of vehicles; Cleaning of Workshop; Performing sand-spray and paint-spray tasks.

**ENQUIRIES** : Ms M van Wyngaardt Tel No: (021) 959 7700  
**APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:  
1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;

Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE** : 4 September 2023

**POST 28/363** : **TRADESMAN AID (BELLVILLE) REF NO: DOI 73/2023**

**SALARY** : R147 036 per annum (Level 03)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving license. Competencies: Ability in the following: Good verbal and written communication skills; Good people skills; Client orientated; Planning and Organising.

**DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards; Do small repair work on vehicles; Washing of vehicles Cleaning of Workshop; Performing sand-spray and paint-spray tasks.

**ENQUIRIES** : Ms M van Wyngaardt Tel No: (021) 959 7700  
**APPLICATIONS** : To submit your application, there are three methods in which you can apply, please only use one of the following:  
 1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

**CLOSING DATE** : 04 September 2023

**DEPARTMENT OF LOCAL GOVERNMENT**

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

**CLOSING DATE** : 28 August 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 28/364** : **ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 31/2023**

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

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

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years administrative experience. Recommendation: An appropriate tertiary qualification in a law related field. Competencies: Knowledge of the following: Local government legislation; Legislative amendments; Municipal Structures Act; Municipal systems Act and applicable regulations; Skills needed: Written and verbal communication; Analytical skills; Interpersonal skills; Proven computer literact; Planning and organising skills.

**DUTIES** : Assessing and submit appointment of senior managers in terms of sections 54A and 56 of the Municipal System Act and compile reports thereof; Instructing and coordinating on litigation for and against the department/MEC for Local Government and maintain the register thereof; Advice and research on legislation and provide verbal and written responses to relevant stakeholders; Maintain institutional integrity of municipalities by ensuring amendments of establishment notes; Publishing by-election notices and liaise and engage with relevant stakeholders pre and post local government election; Support the deputy director in ensuring legislative adherence in preparation towards a local government election; Reponsible for the legal resource centre.

**ENQUIRIES** : Mr K Makan Tel No: (021) 483 4365

**POST 28/365** : **ASSISTANT DIRECTOR: GOOD GOVERNANCE, REF NO: LG 32/2023**

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

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

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or related field; A minimum of 3 years experience in local government or public administration. Competencies: Knowledge of the following: Consitution, local government dispensation legislation; Programme and project management; Political environment; Human resource management; Financial management; Anti-corruption policies and codes; Skills needed: Written and verbal communication; Analytical thinking; Planning and organising; Process design; Interface management; Conflict management; Strategic communication; Research; Ability to read the political environment; Advisory skills; Legal administration; Application of the law.

**DUTIES** : Combatting fraud and corruption; Implementation of measures in preventing fraud and corruption; Conduct training on fraud, corruption and ethics; Monitoring the functionality and establishment of fraud and risk committees and anti-corruption committees; Ensure that municipalities implement and have fraud prevention plans and anti-corruption plans; Support municipalities in strengthening measures to combat fraud and corruption; Supporting municipalities with the functionality of Municipal Public Accounts Committees (MPAC's); Assessing the functionality of MPAC's and conduct training for members of the MPAC; Ensure the enforcement of the code of conduct for councillors; Conduct training to councilors in terms of the code of conduct for councilors.

**ENQUIRIES** : Mr K Makan Tel No: (021) 483 4365

#### **MOBILITY DEPARTMENT**

**CLOSING DATE** : 28 August 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 28/366** : **TECHNICAL ASSISTANT: REPAIR AND MAINTENANCE COORDINATION**  
**REF NO: MD 18/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Mobility Department, Western Cape Government  
**REQUIREMENTS** : NTC 3 Certificate (or equivalent vocational certificate) as a Qualified Panel beater (Red seal) ; A minimum of 3 years practical work experience in fleet management environment with regards to mechanical and/or vehicle body repairs; A valid Code C1 driving licence and a prdp (as standby duties and ad hoc overnight trips will have to be performed). Recommendation: Experience with Audatex/Abuntex system and perform cost analyses. Competencies: Working knowledge of the following: Government and/or other motor transport fleet agencies; RMI/ SAMBRA (or equivalent) grading systems; Sound technical knowledge with regard to the repair, maintenance, panel beating and spray painting of vehicles; Knowledge of BBB-EE Act, Fleet Management Systems, Office Administration and Client Liaison Management; Skills needed: Communication (written and verbal); Strong technical acumen; Planning and organisational skills; Ability to conduct technical research and report writing.

**DUTIES** : Compare quotes to tow and/or recover vehicles, service, maintain and repair vehicles (mechanical and/or accident), and approve/decline said requests; Review vehicles technical history and recommend/decline quotes to the relevant line manager for approval; Negotiate warranty claims, repetitive work, fleet discounts on parts and labour with vehicle related suppliers (i.e. vehicle dealerships, panel beater firms) for quality control purposes and to verify repair work; Monitor and investigate vehicles failing to meet GMT quality assurance standards, find solutions and recommend corrective actions; Monitor GMT work distribution to vehicle related suppliers; Inspect vehicles where the quote for repairs exceed the value of the vehicle, or the vehicle reached their economic life cycle, and recommend the use of parts or withdrawal from service; In such cases compile condition and technical reports on vehicles and refer to the relevant line manager for approval; Inspect sites of prospective vehicle related suppliers/panel beaters and compile feedback reports to the relevant line managers for approval; Provide technical advice to transport officers and train and guide them to drive service delivery standards and accountability to achieve organisational goals; Detecting and preventing vehicle maintenance and repair fraud; Investigates and reports possible modifications to vehicles and to make them functional; Compile and update existing specification on special build vehicles such as ambulances, rescue vehicles and forensic pathology vehicles; Compile vehicle assessments to repair or withdrawn from service for disposal via online auctions.

**ENQUIRIES** : Mr S Tyman Tel No: (021) 467 4756  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 28/367** : **CUSTOMER RELATIONS OFFICER: WALK-INCENTRE REF NO. MD**  
**17/2023 (X2 POSTS AVAILABLE IN VANGATE)**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 1 year relevant experience in customer relations administration or related field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Transport Regulations System (PTRS); Public Finance Management Act (PFMA); National Land Transport Act 5 of 2009 Regulations; Client/ Customer Care; Business Processing Management; Q-Matic (Electronic ticket systems); Skill needed: Communication (verbal and written) skills; Conflict resolution, problem solving and analytical; Administrative, listening and financial skills; Ability to work independently as well as in a team.

**DUTIES** : Customer relations management; Provide an effective and efficient client service; Cash Management; Services delivery; Public Transport Regulations System (PTRS).

**ENQUIRIES** : Ms L Wilmot Tel No: (021) 483 0214

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 28/368** : **ADMINISTRATION CLERK: MANAGEMENT AND GENERAL SUPPORT PERSONNEL REF NO: MD 15/2023**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Mobility Department, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in administration, switchboard and reception. Competencies: Basic knowledge of financial procedures; knowledge of operating a switchboard; knowledge Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and organising.
- DUTIES** : Assist with the Head of College's appointments and liaison in respect of arranging meetings and taking minutes; Assist with typing of documents, takes notes and requesting stationery; Receive correspondence and policy updates and disseminate it to all relevant role players and components; Operate the Switchboard; Perform Receptionist duties.
- ENQUIRIES APPLICATIONS** : Ms. J Tweedie Tel No: (021) 983 1520  
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 28/369** : **DRIVER: FLEET PLANNING AND ACQUISITION, MAITLAND REF NO: MD 16/2023**
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02)  
: Mobility Department, Western Cape Government  
: Junior Certificate (Grade 10) or equivalent qualification; A valid (Code EC or higher) driving license with PrDP. Recommendation: Relevant experience. Competencies: Good understanding of: Driving and operating a (flatbed) tow truck; To jumpstart a vehicle, and changing a wheel; Basic administration to complete forms, as well as to be able to operate a route navigation device, smart phone and a hands-free kit, digital camera, two-way radio, and a tablet/laptop; Working knowledge (as a driver) of the Road Traffic Act, Traffic violations Act and reporting procedures with regards to accidents, hijacking/vehicle theft and vehicle maintenance. Ability in the following: verbal and written communication skills; work under pressure and meet deadlines; good telephone etiquette; client liaison experience; work in a team and strong computer literacy skills.
- DUTIES** : Deliver vehicles to merchants for conversions, quotations, services, repairs, and collect on completion of the work; Perform GMT tow truck duties for local and long-distance trips, as well as perform VIP standby duties (i.e. after hours call out and roadside assistance); Transporting vehicles from GMT to the auction site (for monthly auctions); Transporting new, relief and redundant vehicles between GMT's premises based in Cape Town, Maitland, Paarden Eiland and George; Assist with fitment or removing decals from vehicles at the GMT premises or at Client Institutions premises; Assist with charging vehicles batteries, and jumpstarting vehicles at GMT premises and Top Yard (Cape Town), and call outs to VIP Clients.
- ENQUIRIES APPLICATIONS** : Mr R Fourie Tel No: (021) 467 4747  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum), The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are three methods in which you can apply, please only use one of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm);  
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
Or 3. Email your application to, [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.  
**CLOSING DATE** : 04 September 2023

#### **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** : 28 August 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 28/370** : **CHIEF FINANCIAL ANALYST: LEGAL AND POLICY REF NO: PT 12/2023**

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree/ equivalent or higher) in Law. A minimum of 5 years' experience in legal or private/public sector regulatory environment. A valid code B (or higher) driving licence. Recommendation: Admission as an Attorney/Advocate. Competencies: Knowledge of the following: Financial Management; Public Finance Management Act 1 of 1999 (PFMA); The regulations issued under the PFMA; Division of Revenue Act; Western Cape Appropriations Act; The Municipal Finance Management Act 56 of 2003 (MFMA); The regulations issued under the MFMA; The Municipal Systems Act; Municipal Property Rates Act; Municipal Structures Act; Constitutional Framework, intergovernmental system, and the ability to demonstrate practical application thereof. Communication (written and verbal) and report writing skills; Computer Literacy skills.

**DUTIES** : Handle all aspects relating to drafting, analysing, reviewing, commentary and communication of national, provincial and municipal financial legislation and/or legislation that has a financial impact on the Western Cape province; Assess and review provincial financial legislation to ensure that it is relevant; Research, develop and update best practice guidance in respect of financial legislation and policies for department, public entities and municipalities; Researching, developing and monitoring policies and guidelines and frameworks in respect of financial remuneration for statutory institutions and other related entities; Ensuring the provision of financial legislation and policy related training (inclusive of the financial Misconduct Regulations) in departments, public entities and municipalities; Project Management; People Management.

**ENQUIRIES** : Ms M. Van Niekerk Tel No: (021) 483 6695

**POST 28/371** : **LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP 2 REF NO: PT 13/2023**

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

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Economics, Public Finance or Accounting; A minimum of 6 years proven financial management experience in the Public Sector of which 3 years should be management 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: Financial norms and standards (Public Finance Management Act, Municipal Finance Management Act, National Treasury regulations, Provincial Treasury Instructions, Circulars, Companies Act); Municipal budget process and procedures; In Year Monitoring process and procedures; Implementation of the mSCOA reform in municipalities; Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Relevant legislation, directions and procedures with regard to financial administration; Skills needed: Written and verbal communication; Organising, planning and change management; Leadership and team building; Proven computer literacy (MS Office).

**DUTIES** : In year monitoring reports on the implementation of municipal budgets evaluated and trends and risks reported to provincial and national government, as per section 71 of the MFMA; Feedback and advice provided to municipalities in order to enhance conformance, accountability, data integrity, sustainability and efficiencies; Reports and analysis on MFMA implementation and municipal finances to improve IGR and coordination within and across Provincial Treasury and other departments; Municipal budgets analysed and assessed to improve conformance, credibility and sustainability in compliance with sections 22 and 23 of the MFMA; Personnel management that positively contributes to equity, staff recruitment, retention and development; Analyse mSCOA segment tools and provide guidance to stakeholders on the solution(s) to be implemented.

**ENQUIRIES** : Mr I Tsie Tel No: (021) 483 6241

**POST 28/372** : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 14/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
 : Provincial Treasury, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree in Finance, Economics, Commerce, Law or Public Management; A minimum 3 years' experience in Supply Chain Management; 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: Experience in financial analysis and/or risk management. Competencies: Knowledge of the following: Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Skills needed: Written and verbal communication; Proven computer literacy; Analytical ; Problem solving; Presentation; Research; Negotiation' Responsibility, reliability, honesty and loyalty; Contract Management; Creativity; Innovation; The ability to work under stress; Ability to manage many tasks simultaneously; Ability to work under pressure; Tolerance, patience and understanding.

**DUTIES** : Assess supply chain management municipal policy and monitor compliance thereof; Assist municipalities in providing them with supply chain management opinions and guidance; Designing and implementing supply chain management training Interventions to develop supply chain management skill and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of supply chain management at the supply chain management Forums, focus groups and transversal district / commodity groups; Reporting of procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism; Provide strategic procurement support services to improve performance and efficiency of the supply chain management system, including value for money and leveraged benefits to the province.

**ENQUIRIES** : Ms L Sallies Tel No: (021) 483 3180

**POST 28/373** : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 15/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in a financial administration field; A minimum of 3 years relevant experience in a financial administration environment. Recommendation: Experience in the following: Person to person training interventions; analysis of data; Financial and project management; 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: Business intelligence tools in procurement analysis; Public sector financial management (PFMA, NTR, PTI's); Public sector supply chain management legislation and policy frameworks; Public sector financial accounting; SCOA; SAQA and NQF legislation; Skills needed: Interpersonal and presentation; Written and verbal communication.

**DUTIES** : Implementation of a Financial Operational Model that enforces Good Governance Practices (e-Procurement Solution (ePS); and Western Cape Supplier Evidence Bank (WCSEB); Implementation of risk management framework to assess security and veracity of data (eProcurement Solution (ePS) and Western Cape Supplier Evidence Bank (WCSEB); Implementation and maintenance of Western Cape Supplier Evidence Bank (WCSEB) and e procurement solution ePS); Provide effective user support (helpdesk) (e procurement solution and Western Cape Supplier Evidence Bank); Provisioning of timely and appropriate data and management information.

**ENQUIRIES** : Ms N Ebrahim Tel No: (021) 48347 /6645

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

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

**CLOSING DATE** : 28 August 2023  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 28/374** : **ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: DSD 59/2022 R1**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (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; Project management methodologies and standards; Global, regional and local political, economic and social affairs impacting on the Western Cape Government. Skills needed: Policies and procedures interpretation and application; Problem solving; Facilitation; Presentation; Policy formulation and analysis; Monitoring and evaluation; Communication (written and verbal); Organising; Information and knowledge management and Dispute resolution/conflict management.

**DUTIES** : Develop and implement Departmental performance monitoring and reporting processes; Contribute to the development and maintenance of performance indicators and monitoring frameworks; Monitor the implementation of the

service delivery improvement plans (SDIPs); Facilitate the Department's MPAT process; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain).

**ENQUIRIES** : Ms S Nieftagodien at [Sihaam.Nieftagodien@westerncape.gov.za](mailto:Sihaam.Nieftagodien@westerncape.gov.za)

**POST 28/375** : **OFFICE MANAGER: BUSINESS PLANNING AND STRATEGY REF NO: DSD 03/2023 R1**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree or higher; A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Skills needed: Research; Analytical thinking; Financial Management; Project Management; Managerial skills; Proven computer literacy; Written and verbal communication; Problem solving; Conflict resolution.

**DUTIES** : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Mrs M Johnson at [Marion.Johnson@westerncape.gov.za](mailto:Marion.Johnson@westerncape.gov.za)

**POST 28/376** : **ASSISTANT DIRECTOR: CHILDREN AND FAMILIES (FUNDING) REF NO: DSD 96/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Finance; A minimum of 3 years supervisory experience in a financial environment or similar. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (Written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.

**DUTIES** : Manage the implementation of the uniform policy for programme funding; Develop SOP's in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role

players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions: Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management: Participation in the recruitment of staff within the component; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery and manage the performance, discipline, evaluation and rewarding of staff in the component; Promote sound employee relations.

**ENQUIRIES** : Mr T Kwakwini Tel No: (021) 483 4115

**POST 28/377** : **SOCIAL WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 98/2023**

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

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
 A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Mr RM Macdonald Tel No: (027) 213 2096

**POST 28/378** : **SOCIAL WORKER: SOCIAL WORK SERVICES (MITCHELLS PLAIN) REF NO: DSD 99/2023**

**SALARY** : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)  
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)  
Grade 3: R 32 348 – R500 715 per annum, (OSD as prescribed)  
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Ms P Magadla Tel No: (021) 001 2674

**POST 28/379** : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE (LAINGSBURG) REF NO: DSD 97/2023**

**SALARY** : R202 233 per annum (Level 05)

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

**DUTIES** : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all



complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

**ENQUIRIES**

: Mr R Claasen Tel No: (044) 814 1687