

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

CLOSING DATE : 03 March 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 05/174 : **ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT REF NO: AGR 03/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Contract Management or related fields. Recommendation: Experience in Public Sector Supply Chain Management, application of procurement regulations and principles, contract management, secretariat functioning. Competencies: Knowledge of the following: Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Mr M November Tel No: (021) 808-5156
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/175 : **SENIOR AGRICULTURAL ADVISOR: HORTICULTURE (CALEDON) REF NO: AGR 06/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year BSc Agric degree majoring in Horticulture or BAgri Honours degree majoring in Horticulture on NQF level 8; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence Recommendation: Experience in Vegetable production. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).

DUTIES : Duties entail the following: Compilation of project submissions and the management of project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and

food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding implementation/technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and technical training as well as support to projects; Participate as a member of the project team by giving technical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects; Lead, guide and provide support to lower level extension staff and admin support staff.

ENQUIRIES : Mr. Hennis Germishuys at (082) 907 2805
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/176 : **SENIOR AGRICULTURAL ADVISOR: ECONOMIST (BREDASDORP) REF NO: AGR 09/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BAgri Honours degree majoring in Agricultural Economics on NQF level 8; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production economics and agricultural economics. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).

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

ENQUIRIES : Mr. Hennis Germishuys at (082) 907 2805
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/177 : **LECTURER: AGRICULTURAL BUSINESS MANAGEMENT (ELSENBURG) REF NO: AGR 04/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year BSc degree (equivalent or higher qualification) in Agriculture Economics or Agribusiness; A minimum of 3 years appropriate experience in Agricultural Business Management; 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:

- AgriSETA Assessor and Moderation accreditation; Working knowledge and experience in training in Plant and Animal production. Competencies: Good knowledge of the subject field and proven knowledge of Agribusiness Economics or Agribusiness management. Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES APPLICATIONS** : Ms G Jacobs Tel No: (021) 808 7000
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/178** : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (GOODWOOD) REF NO: AGR 07/2025**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); 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: Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving (research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations.
- DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government.
- ENQUIRIES APPLICATIONS** : Mr D Chitepo Tel No: (021) 808 5100
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/179** : **CENTRE MANAGER: AGRICULTURAL SKILLS DEVELOPMENT (CLANWILLIAM) REF NO: AGR 08/2025**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree or higher qualification Administration, Skills Development, Training, Human Resource Development or an equivalent qualification; A minimum of 3 years supervisory 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: Experience in the following: Delivering, coordination and or management of vocational programmes, project management and stakeholder relations. Competencies: Extended knowledge and understanding of the

following: Agricultural Industry and relevant practices / policies; Industry related training programmes(formal and non-formal) and relevant study fields including social and life skills related programmes; Relevant legislation and prescripts regulating education, training and development; Human resource management and development; Financial Management; Labour Relations practices/policies; Relevant Education and Training strategies impacting on the Agricultural Industry. Skills in the following: Communication skills (verbal/written) Interpersonal skills; Analytical skills; Negotiation skills; Persuasive skills; Planning and organisational skills; Motivation skills; Project management skills; Financial management skills; Diversity management skills. Presentation skills; Facilitation skills; Computer literacy.

DUTIES : Interpersonal skills; Analytical skills; Negotiation skills; Persuasive skills; Planning and organisational skills; Motivation skills; Project management skills; Financial management skills; Diversity management skills. Presentation skills; Facilitation skills; Computer literacy.

ENQUIRIES : Ms Gertrude Jacobs Tel No: (021) 808 7000
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/180 : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (OUDTSHOORN) REF NO: AGR 01/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); 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: Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office (Excel,doi 04 Word, PowerPoint); Problem solving (research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations

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

ENQUIRIES : Mr W Burger Tel No: (044) 803 3747
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/181 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE REF NO: AGR 05/2025 (X4 POSTS AVAILABLE IN WELLINGTON)**

SALARY : Grade A: R371 253 - Grade C: R556 080 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Professional Engineering Technician; A minimum of 3 years relevant post qualification technical(engineering)

experience Recommendation: A valid driving license (Code B or higher).
Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure.

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 : Mr R Roscher Tel No: (021) 808 7801 / (083) 675 1315
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/182 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT REF NO: AGR10/2025 (X2 POSTS AVAILABLE IN CALEDON AND BREDASDORP)**

SALARY : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449079 per annum
Grade C: R472 812 - R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. Recommendation: A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication; Proven Computer Literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development.

ENQUIRIES : Mr G. Jephthas Tel No: (028) 425 4819
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/183 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE USE AND MANAGEMENT (CLANWILLIAM) REF NO: AGR 11/2025**

SALARY : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449079 per annum
Grade C: R472 812 - R556 080 per annum

(Salary will be determined based on post registration experience as per OSD prescribed).

- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
: An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. Recommendation: A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication; Proven Computer Literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development.
- ENQUIRIES APPLICATIONS** : Ms A Petersen Tel No: (021) 808 5009
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 03 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 05/184** : **SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF NO: CAS 16/2024R1**
- SALARY** : R849 702 per annum (Level 11), all-inclusive salary package
- CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A valid code B (or higher) driving licence. Recommendation: Appropriate experience in recreation programmes and exposure to setting-up of indigenous games structures; Experience in project management and event planning. Competencies: Knowledge of the following: Mass participation; Public Finance Management Act. Basic Budget Processes, Basic Human Resource Management, National Sport, and Recreation Plan; Relevant recreation, sport, arts and cultural affairs policies, rules, and regulations; Recreation, MOD Programme, Neighbouring School Programme School Sport, and relevant next-level participation, through culture, arts, recreation, education and sports activities and programmes; Marketing events, programmes, and people; Event Planning, Event Management and Project Management; Skills needed: Written and verbal communication; Proven computer literacy; Project management; Information management; Must be able to read and understand statistical data.
- DUTIES** : Coordinate and assist with the implementation of recreation development; Assist and coordinate the implementation of recreation programmes; Assist with the setting-up of indigenous games structures within local and district

ENQUIRIES : municipalities; Assist with the establishment of indigenous games league matches; Coordinate and implement compliance; People management.
Ms M Roberts Tel No: (021) 483 9712

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 03 March 2025
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 05/185 : **DIRECTOR: CAPE CATALYST REF NO: DEDAT 05/2025**
(1 Year Fixed Term Contract)

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Relevant B-degree (on NQF level 7) as recognised by SAQA; Management experience in an economic development research environment 5 years' middle or senior management experience; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: A valid code B drivers' license; Additional qualifications in the built environment, infrastructure, legal will be considered beneficial. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and

Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general.

DUTIES : Line Management Set up and undertake portfolio management of project offices for each catalytic infrastructure project. Manage/direct all projects relating to each of the infrastructure initiatives i.e. development of clusters, skills, business support, marketing etc from project & policy initiation through to development and oversight. Manage all stakeholders (3 spheres of government, private sector, parastatals, etc.) and interdependencies of other mandated departments. Oversee and manage legal and financing arrangements as well as the establishment of entities (PPP, Licencing Companies, special purpose entities) related to projects. Oversee and monitor & evaluate the ongoing operations of economic infrastructure initiatives and related projects including reporting as well as quality assurance. Strategic Management (including change management); Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director Financial Management on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Olivia Dyers Tel No: (021) 483 9918
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/186 : **DIRECTOR: OIL, GAS AND MARITIME SECTOR REF NO: DEDAT 06/2025**
 (3 Year Fixed Term Contract)

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Economics or Logistics as recognised by SAQA; 5 years' middle management or senior experience; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Competencies: Strategic Capability and Leadership Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
<u>DUTIES</u>	:	Line Management: Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms Ilse van Schalkwyk Tel No: (021 483 9494)
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 05/187</u>	:	<u>DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 07/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	Relevant B-degree (on NQF level 7) as recognised by SAQA; 5 years' middle or senior management experience in an economic development research environment; and the successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: A valid code B drivers' license; Additional qualifications/certifications in facilitation, design-thinking, data visualisation, and legal will be considered beneficial. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general.
<u>DUTIES</u>	:	Line Management Manage, facilitate and oversee the integration and execution plans of provincial economic delivery of various economic stakeholders to achieve policy objectives. Manage the convening and coordination of the WC economic policy transversally. Drive coordination of the development and implementation of key transversal economic projects and programmes within the economic agenda of the WCG. Oversee the reporting requirements to demonstrate the value of initiatives aligned to the economic policy. Provide critical collaboration and oversight support to policy delivery teams. Manage and foster intra- and intergovernmental relations internally and externally with economic stakeholder's partners. Strategic Management (including change management) Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director Financial Management on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational

management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Olivia Dyers Tel No:(021) 483 9918
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/188 : **DEPUTY DIRECTOR: OIL GAS AND MARITIME REF NO: DEDAT 03/2025**
 (3 Year Contract Position)

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree in Economics and or BCom Logistics; A Minimum of 3 years' relevant management experience. Competencies: Knowledge of the following: HRM processes; Labour relations; Financial management; Project management; Public Service procedures; Applicable policies and procedures; Relationship management; Skills needed: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem-solving; Service Delivery Innovation; Impact & Influence, networking; Organisation and Effectiveness; Self-management; Team membership; Communication (written and verbal).

DUTIES : To develop operational Oil, Gas and Maritime sector programmes derived from the strategic framework for Trade and Sector Development (TSD); Maintain networks with key stakeholders and ensure horizontal and vertical alignment with the sector; Support and implement the market growth and promotion of the sector; Identify sector specific blockages and participate in the unblocking of opportunities in order to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; To act as a project manager for the various Oil, Gas and Maritime programmes being designed and developed through national and provincial; Human Resource Management; Financial Management.

ENQUIRIES : Ms I Van Schalkwyk Tel No: (021) 483 9494
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/189 : **DEPUTY DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 11/2025**

SALARY CENTRE : R849 702 per annum (Level 11), all-inclusive salary package
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree in Economics and or BCom Logistics; A Minimum of 3 years' relevant management experience. Recommendation: Experience in the following: Economic development project delivery; Stakeholder management and public entities; A valid code B driving license. Competencies: Knowledge of the following: Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods and coordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards and evaluation of customer satisfaction; Project management Legislative and regulatory requirements, policies and standards related to economic development; Public management and administration; Political sciences and public policy; Relationship management; Skills needed: Written and verbal communication; Decision making; Problem analysis; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

DUTIES : Coordinate the integration of strategic initiatives in support of the G4J economic development strategy; Manage and facilitate stakeholder relations in the G4J context; Manage the human resources of the Sub directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the Subdirectorate's budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES APPLICATIONS : Mr F Abrahams Tel No: (021) 483 2006
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/190 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in Economics or related field; A minimum of 3 years experience in Enterprise or SMME or related environment. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher) NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Understanding of business analysis and financial interpretation as a tool for SMME development; Government processes and procedures; Finance products and incentives in both the public and private; Experience in project management; Skills needed: Computer Literacy; Communication skills (written and verbal); Problem-solving; Network and building bonds; Impact and influence.

DUTIES : Support the development of initiatives to enable small business access to non-financial and financial support; Support the implementation of initiatives to provide market access opportunities; Support the implementation of initiatives to enhance entrepreneurship (social and business) ; Support the development of initiatives to improve the enable environment for business through government interaction; Support the development of initiatives to identify gaps and /or blockages for service delivery improvement and refer to the relevant components; Facilitate building and strengthening partnerships to provide small businesses with business development services(eg: leveraging of funding and supplier development).

ENQUIRIES APPLICATIONS : Mr S Davids Tel No: (021) 483 9112
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/191 : **ASSISTANT DIRECTOR: FINANCIAL SERVICES AND ICT SECTOR REF NO: DEDAT 04/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (or higher qualification) in Economics or BCom Investment Management; A minimum of 3 years experience in Project Management relating to Sector Development and Investment Management. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher) NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management; Strategic Planning; Skills needed: Applied Strategic Thinking; Creative Thinking; Decision Making; Computer Literacy; Problem Solving Legal Administration; Self-delivery innovation; Stakeholder management; Organisation communication; Self-Management; Team Membership; Investment facilitation & management. Communication (written and verbal).

DUTIES : Facilitate the implementation of sector strategies, policies, programmes and projects; Maintain networks with key stakeholders and support horizontal and vertical alignment; Support and implement the market growth, Investment, and related promotion of the prioritised sectors; Participate in the unblocking of opportunities to achieve strategic outcomes; Provide an administrative service to support programmes, the Directorate and the Chief- directorate; Provide support relating to the investment facilitation role and function of the Chief Directorate and Department.

ENQUIRIES APPLICATIONS : Mr K Morudi Tel No: (021) 483 9026
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/192 : **ASSISTANT DIRECTOR: TOURISM SECTOR REF NO: DEDAT 08/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce/Tourism/Law or Public Administration; A minimum of 3 years administrative experience (Project management relating to tourism, economic development, public administration or law; the tourism industry; Regulatory environment); 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: Experience in the following: Project management; Stakeholder management; Coordination of meetings (in-person and virtual) and events; Researching and tracking of tourism trends and Compiling information for newsletters experience. Competencies: Knowledge of the following: Tourism Second Amendment Act (3 of 2014)and applicable policies and procedures; Skills needed: Analytical thinking; Planning and Organisational; Problem-solving; Decision making; Creative thinking; Accuracy and numeracy; Computer literacy in MS Office Package(Word, Excel, PowerPoint); Communication (written and verbal);Presentation; Leading and supervising; Working with people; Networking Ability to work independently and as part of a team' Ability to analyse, conceptualise and implement policy

DUTIES : Stakeholder engagements; Project Management; Setting up meetings with stakeholders; Minute taking; Assisting the public with tourism related enquiries; Report writing; Data management.

ENQUIRIES APPLICATIONS : Ms L Cambourisn Tel No: (021) 483 6527
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/193 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 10/2025**

SALARY CENTRE : R444 036 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate B-Degree/Advanced Diploma (NQF 7 or higher qualification); 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 : Coordination and plan the procurement needs of the department; 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; Service delivery and standards.

ENQUIRIES : Mr J Lombard Tel No: (021) 483 9274
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/194 : **STATE ACCOUNTANT: ASSURANCE SERVICES REF NO: DEDAT 01/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree or equivalent qualification; A minimum of 1 year experience in internal control and governance environment. Recommendation: Tertiary qualification in Internal Auditing or Accounting. Competencies: Knowledge in the following: Report writing; Interpersonal relations; Aptitude of figures; Skills needed: Communication (written and verbal); Computer literacy in MS Office Package (Word, Excel, PowerPoint); Flexibility; Teamwork; Accuracy; Ability to work independently and as part of a team.

DUTIES : Execute internal control services by ensuring proper governance; Render assurance services; Provide fraud and losses management services; Assist with Policy formulation, drafting of internal control policy and training.

ENQUIRIES : Mrs B Mott Tel No: (021) 483 9088
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/195 : **ADMINISTRATOR: BUSINESS REGULATION REF NO: DEDAT 09/2025**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years administrative experience and alternative dispute resolution experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Dynamics within the Western Cape Province; Consumer Protection & Education sector, including policies, dominant issues, role-players and service providers; Provincial and national legislation within the regulatory environment; Provincial and national policies and strategies to address consumer challenges; Alternative dispute resolution process; Understanding of the synergy between Office of the Consumer Protector, Strategic Partners and Industry bodies in the environment of consumer protection; Software programmes; Skills needed: Numeracy; Proven Computer Literacy; Negotiation; Analytical; Communication skills (verbal and written); Interpersonal; Conflict resolution; Administration.

DUTIES : Provide administration of consumer complaints; Conduct mediation and/reconciliation of consumer complaints; Develop partnerships and facilitate stakeholder engagement; Conduct exploration of consumer complaints developments.

ENQUIRIES : Ms L Brown Tel No: (021) 483 5497
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the

WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system.

CLOSING DATE
NOTE

: 28 February 2025
: The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 05/196

: **CHIEF DIRECTOR: INSTITUTIONAL MANAGEMENT, GOVERNANCE, EARLY CHILDHOOD DEVELOPMENT AND PARTIAL CARE, & SPECIALISED EDUCATION REF NO: 1**
Branch: Institution Development and Coordination
Job Purpose: To provide IM & G policy direction, Coordination of ECD and manage special and inclusive education support services.

SALARY

: R1 436 022 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE
REQUIREMENTS

: Cape Town
: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers.

DUTIES

: Manage the planning, coordination, and evaluation of IMG in respect of schools, Develop policy and guidelines on school management and governance issues in respect of curriculum management, learner management, leadership & management, and governance. Provide policy and guidelines for building capacity of SGB's and RCL's. Develop systems, standards, and practices for IMG. Develop provincial norms and standards for public ordinary school, Independent Schools and ABET Centres. Ensure quality in institutional management and governance through qualitative and quantitative assessment. Provide policy and management framework for school sport and culture programmes and activities. Plan, manage and

coordinate Specialised Education support services and Inclusive education. Develop policy in respect of special education support services. Plan the delivery of special education in line with inclusive education policy framework. Manage the establishment and development of education resources centres and full-service schools. Manage the deployment and development of resources allocated to ELSEN schools/ education resource centres. Manage the planning, monitoring, and evaluation of ECD. Develop provincial norms and standards for ECD Centres. Formulate, manage and monitor implementation of ECD and partial care, out of centre programmes. Participate in policy formulation and an implementation framework. Support the design, manage and evaluate pilot and special projects in ECD. Manage and support interdepartmental committees. Manage and support Conditional Grants in ECD, including non-financial data from ECD and partial care facilities. Support the management of the norms and standards for ECD partial programmes. Support and manage the ministerial and public complaints and investigations. Ensure and manage the centralised registration of partial care facilities and ECD programmes. Develop policy, guidelines and coordinate the implement NSNP and HIV operations.

ENQUIRIES : Mr AJE Meyer Tel No: (021) 467 2105

POST 05/197 : **CHIEF DIRECTOR: ASSESSEMENT AND EXAMINATIONS REF NO: 2**
 Directorate: Assessment Management
 Job Purpose: To ensure compliance with National policy frameworks and standards in respect of assessments and examinations.

SALARY : R1 436 022 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS : Cape Town
 : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers.

DUTIES : Develop and maintain provincial examination and assessment systems that are aligned to all national and provincial policies. Develop electronic examination and assessment systems in line with current policies to effectively meet the demands of 21st century education. Ensure timeous appointment and training of moderation and marking officials for the various internal and external examinations and assessments. Ensure the training of school principals and invigilators in the management of the examinations. Ensure the Management of examination and assessment concessions, appeals, and accommodations for all grades via the CEMIS system. Provide guidance and support to schools to ensure the credibility of school-based assessment. Ensure the development of teachers in the different types of assessment. Ensure support to districts and schools in the identification and management of examination and assessment irregularities. Ensure that decentralization of selected examination functions to districts. Devise strategies to provide support and incentivize schools to improve examination and assessment results. Manage the planning and

administration of examinations and certification throughout the education system. Ensure the management and administration of all external examinations, the resulting and certification thereof. Provide a provincial printing services and ensure timeous examination printing, sealing and distribution of examination material. Ensure that the machinery and equipment are serviced, upgraded and are of the highest standard. Coordinate and manage the marking of examination answer scripts through the identification of marking centres and the appointment of personnel to perform the functions. Provide client support services and ensure accurate registration of candidates and registration and audit of examination centres in line with Umalusi requirements. Plan, manage and coordinate the development and implementation of examination and assessment information systems. Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems. Manage and monitor the development of new IT systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Oversee the provision of user management services. Drive training, capacity-building and knowledge sharing practices across the Directorates.

- ENQUIRIES** : Mr B Loriston Tel No: (021) 467 2541
- POST 05/198** : **DIRECTOR: CURRICULUM FET REF NO: 3**
Directorate: Assessment Management
- SALARY** : R1 216 824 per annum. An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence. Knowledge of: Advanced knowledge of public policy analysis and public policy development processes, advanced knowledge of strategy development, strategy management and strategy monitoring and review processes, advanced knowledge of modern systems of governance and administration, advanced knowledge of public finance, people management, advanced knowledge of public communication, public education, public participation and public discourse management processes, knowledge of public management theory and practice, knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills, strong leadership skills in complex situations, team building and strong interpersonal skills, excellent verbal and written communication skills, outstanding planning, organising and people management skills, computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability, the ability to render advice and guidance in an objective and dedicated manner, the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances, the ability to persuade and influence, the ability to lead and direct teams of professionals and service providers. Job Purpose: To manage the development and coordination of the FET curriculum policy frameworks, subjects, learning/teaching programmes and learning/teaching support. To enable effective curriculum delivery in schools through appropriate systems and guidelines for subject advisers in districts to support and develop teachers in the classroom.
- DUTIES** : Manage curriculum development initiatives and research within subject contexts according to national and provincial needs in FET. Contribute to national curriculum policy development. Manage the support, monitoring and evaluation of provincial interventions. Develop policy documents, guidelines and learner and professional learning materials in support of subject areas. Oversee the implementation of support initiatives in collaboration with the Education District offices. Manage the planning, development and provision of e-Support and e-Resources for the different subject areas. Collaborate with relevant role players to ensure the roll-out of e-Learning initiatives. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch, Chief Directorate and Directorate's

strategic planning processes. Be actively involved in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards. Report to the Chief Director: Curriculum Management and Teacher Development on a regular basis on the activities of the Directorate, and on matters of substantial importance to the Administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Participate in the recruitment of appropriate staff to ensure the achievement of the Directorate's Business Plan. Motivate, develop and guide staff professionally within the Directorate, to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Develop a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate as well as a work ethic aligned to the values of the Western Cape Government. Manage and promote the maintenance of discipline and professionalism within the Directorate. Participate in the budgeting process at Branch, Chief Directorate and Directorate level. Prepare the Annual and Adjustment Budget's for the Directorate. Take responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure • Ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Accept overall responsibility for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr. J Benjamin Tel No: (021) 467-2368

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 05/199 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (NEONATOLOGY)**
Chief Directorate: Metro Health Services
(This is a joint staff appointment with UCT)

SALARY : R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs).
(It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Neonatology. Registration with a professional council: Registration with HPCSA as a Medical Sub-Specialist in Neonatology. Experience: A minimum of 3 year's appropriate experience as a Medical Specialist after registration as a Medical Specialist in Neonatology. Inherent requirements of the job: Valid (Code B/EB) driver's licence. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Computer literate in MS package. Competencies (knowledge/skills): Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 and NICU package of care for Neonatology and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, and ability to develop staff of quality and provide leadership with regards to issues of diversity,

- transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel.
- DUTIES** : Fulfil the role and duties of Head of the Neonatology Department in rendering an efficient and cost-effective specialised Neonatology service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Neonatology service at Mowbray Maternity Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human and capital resources in the Neonatal Functional Business Unit. Deliver effective and efficient management of the Neonatology Department and provide strategic leadership, planning and decision making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, and Interns. Participate in the functioning of the Department of Paediatrics.
- ENQUIRIES** : Ms JC Joemat Tel No: (021) 659-5544
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Short listed candidates will be subjected to a practical, written; oral and competency assessment. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 21 February 2025
- POST 05/200** : **SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC INTENSIVE CARE**
(24-Month Contract)
- SALARY** : R1 271 901 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, University of Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics, Anaesthesia, Emergency Medicine or Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics, Anaesthesia, Emergency Medicine or Paediatric Surgery. Inherent requirements of the job: FCPaed and/MMed (Paed). A valid driver's licence. Participate in commuted overtime within the Department of Paediatrics and Child Health Competencies (knowledge/skills): Experience in general paediatrics Good interpersonal and communication skills Ability and willingness to supervise medical officers and rotating registrars. Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team.
- DUTIES** : Clinical service delivery: in-patient and 16 hours per week commuted overtime. Teaching: undergraduate students, nursing staff and rotating registrars / medical officers Research: Register for a MPhil in Paediatric Critical Care with the University of Cape Town and conduct a research project. Involvement with existing research projects. Administration: Monthly Registrar duty rosters and weekly Morbidity and Mortality meetings. Competency to complete administrative tasks required of the position.
- ENQUIRIES** : Dr S Salie, email: shamiel.salie@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar,

will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. 21 February 2025

CLOSING DATE

:

POST 05/201

:

MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)
(1 Year Contract)

SALARY

:

Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

:

Red Cross War Memorial Children's Hospital, University Of Cape Town
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with the Health Professions Council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Valid driver's licence. Willingness to travel within the District and Metro Region Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to comprehensively manage all child and adolescent psychiatry cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff. Experience in effectively manage of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public mental health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.

DUTIES

:

Provide comprehensive, high-quality child and adolescent mental health clinical services. Lead and oversee relevant daily clinical operations of a multidisciplinary mental health team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Adhere to requirements for all people management matters. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical developments.

ENQUIRIES APPLICATIONS

:

Dr P Gaselano Tel No: (021) 685-4103, Email: papani.gasela@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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** : 21 February 2025
- POST 05/202** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : New Somerset Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration as a Medical Specialist in Paediatrics with the Health Professions Council of South Africa. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Willingness to do teaching, outreach and perform overtime duties in paediatrics and neonatology. Competencies (knowledge/skills): Have a good understanding of regional and district level child health services and programmes. Awareness of statutory framework, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Experience in inpatient, outpatient and emergency care of critically ill patient in Paediatrics and Neonatology. Experience with children with neurodevelopment disorders. Experience in teaching and training of undergraduate medical students. Leadership-, interpersonal- and organisational skills.
- DUTIES** : Clinical service delivery, in Paediatrics and Neonatology, at specialist level. Ensure effective and efficient clinical governance and management within the Paediatric department with regards to clinical, human and financial resources. Conduct academic teaching in Paediatrics and Neonatology, on the UCT joint platform. Participation in appropriate outreach programmes. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects.
- ENQUIRIES APPLICATIONS** : Dr P Nongena Tel No: (021) 402- 6417
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. 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 their 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). The pool of applicants will be considered for a similar vacant post within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/203** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Worcester Regional Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
- DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
- ENQUIRIES** : Dr S Camp Tel No: (023) 348-1100
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical 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 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). The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/204** : **REGISTRAR (PLASTIC SURGERY)**
(5-Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB). Commuted overtime is compulsory. FCS (SA) part 1A and part 1B. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing services in Plastic Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience. Experience in registrar General Surgery or as a medical officer in Plastic Surgery.

- DUTIES** : Clinical governance. Leadership. Teaching. Clinical Service: operative. Clinical Service: patient care. Research.
- ENQUIRIES** : Ms R Alexander, email: rabia.alexander@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. *Preference will be given to SA citizens/permanent residents with a valid identity document*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." No payment of any kind is required when. Please ensure that you attach an updated CV.
- CLOSING DATE** : 21 February 2025
- POST 05/205** : **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Symphony Way Community Day Centre (X1 Post)
Durbanville Community Day Centre (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence. Willingness to travel and perform relief duties when required. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases, and Knowledge of Basic Life Support and ACLS.
- DUTIES** : Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.
- ENQUIRIES** : Dr. L Snynders Tel No: (021) 204 9400 (Symphony Way and Durbanville CDC)

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/206</u>	:	<u>DEPUTY DIRECTOR: (SYSTEMS DEVELOPMENT), ADMIN (HEALTH SYSTEMS)</u> Directorate: Information Technology
<u>SALARY</u>	:	R849 702 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year tertiary qualification Diploma/Degree. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in Information Management, Systems Development and Technology. Competencies (knowledge/skills): Ability to lead IT teams and communicate effectively. Understanding of the software development lifecycle, with experience in different phases such as design, development, testing, deployment, and ongoing maintenance. Knowledge and experience in Agile Methodologies. Knowledge and experience in enterprise architecture standards and frameworks. Understanding and implementing best practices in systems development. Familiarity with healthcare regulations and IT systems, or a strong willingness to learn and adapt to the healthcare domain. Experience in Financial and Resource Management. Proficiency in Microsoft Office Suite and experience with Systems Development tooling e.g. Azure Dev Ops or similar.
<u>DUTIES</u>	:	Perform a leadership role for the Systems Development component within Directorate Information Technology. Plan, implement, monitor, and evaluate projects in accordance with the IT Annual Operational Plan, and align with the strategic IT vision of the Department of Health and Wellness. Ensure synergy between other sub-directorates in the IT Directorate and Chief Directorate Strategy. Develop operational plans and co-ordinate strategic focused workshops for sub-directorate staff. Ensure continuous improvement on Business Analysis and Development projects. Apply technology policies and strategies across the development teams. Implement technology frameworks and project frameworks such as Agile. Management of finance for the sub-directorate and management of resources across the development teams. Facilitate collaboration between teams.
<u>ENQUIRIES</u>	:	Ms N Jamal, Email Address: Nabila.Jamal@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/207</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration

with the Health Professions Council of South Africa in the category: Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings. Good communication skills.

DUTIES : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams.

ENQUIRIES : Dr RJ Liebenberg Tel No: (028) 212-1070
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates could be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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 : 21 February 2025

POST 05/208 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
 Garden Route District

SALARY : R656 964 per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Riversdale Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing with midwifery) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with a professional council: Current registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with midwifery with the SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hours calls. Competencies (knowledge/skills): Computer literacy (MS Word, Excel,

PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with ability to manage conflict and knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to work effectively and amicably at management level with people of diverse backgrounds and beliefs. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage own work (and that of the units which report to the post), and to ensure appropriate interventions to enhance all services at the institution.

DUTIES : Provide guidance, leadership towards the realization of strategic goals and objectives of the division and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Provide professional, technical and management support, co-ordinate and monitor quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Provide effective support to Nursing -, Administration- and Support services and maintain professional self-development. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery, human-, financial-, and physical resources. Supervisory and mentorship role to the Operational Managers of the hospital.

ENQUIRIES : Dr G van Tonder Tel No: (028) 713-8640
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 February 2025

POST 05/209 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
 Central Karoo District

SALARY : R520 560 per annum, (Plus a 12% rural allowance of your annual basic salary)
CENTRE : Central Karoo District Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written). Appropriate knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub districts and the Beaufort West Sub District to with all other quality-related services.

ENQUIRIES : Ms J Nel Tel No: (023) 414 - 3590
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 21 February 2025

POST 05/210 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY)**

SALARY : Grade 1: R451 533 (PN-B1) per annum

Grade 2: R553 545 (PN-B2) per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Oncology Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts and after-hours including weekends, public holidays and night duty. Rotate to other departments within the oncology unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Oncology wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of Oncology patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting

ENQUIRIES : Mrs A Meiring Tel No: (021) 404 3172

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Oncology Nursing: General. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.

CLOSING DATE : 21 February 2025

POST 05/211 : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (WARD C SPINAL REHABILITATION)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 (PN-B1) per annum

Grade 2: R553 545 (PN-B2) per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A Post basic nursing qualification, with duration of at least 1 year,

accredited with SANC in Medical and Surgical Nursing Science: Critical care. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical care. Inherent requirements of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other wards within Western Cape Rehabilitation Centre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving report writing, liaison and facilitation skills. Basic computer skills in MS package. Ability to lift and turn patients. Ability to think and function independently and to work in a multidisciplinary team.

DUTIES : Effective and efficient holistic Clinical management of the ward. Provide support for an efficient and effective specialized rehabilitation service. Maintain Professional Growth and self- development. Participate in training and development of staff to achieve optimal health care to patients. Utilize Financial and People Management.

ENQUIRIES : Sr Burgess Tel No: (021) 370-2412

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be subjected to a practical, written and oral assessment. 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 or are currently busy 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 interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Science: Critical care nursing.

CLOSING DATE : 21 February 2025

POST 05/212 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
(Plus, a non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Albertinia Clinic, Hessequa Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. -Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills (Verbal and written). Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to

the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES APPLICATIONS : Ms E. Braaf Tel No: (028) 713-8644
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Hessequa Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

CLOSING DATE : 21 February 2024

POST 05/213 : **ASSISTANT DIRECTOR: HRM (HR PLANNING AND EMPLOYMENT PRACTICES)**
West Coast District

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: West Coast District Office, Malmesbury
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in a Human Resource related field. Experience: Relevant experience in HR Planning, Establishment Administration, Recruitment & Selection Administration and Performance Management. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid driver's licence (Code B/EB/C1). Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Sound and relevant knowledge regarding the Governmental or departmental policies and legislation. Supervisory skills. Computer skills (MS Office, Excel and PowerPoint). Sound and relative knowledge of Human Resource policies and practices. Ability to meet needs and to recognize and respond to problematic matters. Leadership capabilities, managerial and organization skills. Good numerical skills. Ability to manage conflict and function under pressure.

DUTIES : Responsible for the effective management of HR Planning, Establishment Control, Recruitment and Selection, and Compensation management within the District and Conduct training in this regard. Responsible for the effective management of the Staff Performance Management System in the District. Give support and guidance to the institutions in the District regarding the HR Planning process. Manage the staff establishment within the parameters of the approved post structure, i.e. the creation/abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management. Serve as nodal point for maintaining and reporting on integrated HR information and provide input to the District Health Plan. Effective management and development of subordinates.

ENQUIRIES APPLICATIONS : Mr R van Staden Tel No: (022) 487-9208
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 February 2025

POST 05/214 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**

SALARY : Grade 1: R376 524 per annum
: Grade 2: R439 755 per annum
: Grade 3: R514 785 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional

council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Render 40 - hours per week which includes after hour services on weekends and night duty rotations as determined by the department. Knowledge of Picture Archiving and Communication Systems and Radiology Information Systems. Maintain HPCSA registration. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Knowledge of radiation protection, quality assurance and equipment safety. Provide paediatric radiography service independently and as part of a team. Knowledge of Digital Radiography imaging modalities and medical imaging workflow. Good computer skills (MS Word, Excel and PowerPoint). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Comply with National Core Standards requirements. Good time management.

DUTIES

: Provide a radiographic service for paediatric patients and produce diagnostic images of high quality. Provide optimal patient care. Imaging of paediatric patients in specialized areas. Perform CT Scan imaging, Digital Radiography, Fluoroscopy, Theatre, DR Mobiles, Panorex Imaging and Lodox. Optimal use and care of equipment and daily quality checks. Participate in personal, departmental and hospital in-service and training programs. Provide relief duty in absence of the colleagues and provide support to supervisor.

ENQUIRIES APPLICATIONS

: Mrs C Pietersen Tel No: (021) 658 5104
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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 as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE

: 21 February 2025

POST 05/215

CHIEF FOOD SERVICES MANAGER (CATERING SERVICES)

Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS

: R376 413 per annum
 : Alexandra Hospital
 : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirement of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office. Knowledge and skills with regard to managing the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy (Microsoft Office).

DUTIES

: Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food

Service Unit. Manage all related Human Resource Manage matters of the Food services Unit. Manage all related Finance matters of the Foodservices Unit.

ENQUIRIES : Ms G Engelbrecht Tel No: (021) 503 5017
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 21 February 2025

POST 05/216 : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE RELATIONS**
Chief Directorate: Emergency Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Office of the Chief Director: Emergency Clinical Services Support
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma / Degree or equivalent. Experience: Appropriate Experience in Labour Relations within the Public Service context. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): In-depth understanding and ability to interpret of relevant legislation pertaining to labour relations. Good interpersonal, negotiation, decision-making, conflict management and presentation skills. Ability to work independently and under pressure. Good communication (verbal and written).

DUTIES : Handle misconduct and grievances matters. Render advice on misconduct and grievance matters. Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations. Assist with preliminary investigations and preparation for conciliations and arbitrations. Facilitate the effective functioning of the IMLCs. Compilation of Labour Relations statistics and implementation of appropriate interventions. Provide appropriate Labour Relations training to all employees.

ENQUIRIES : Mr. X Xontana Tel No: (021) 815-8784
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 February 2025

POST 05/217 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT COMPLIANCE**
Chief Directorate: Information Management (Knowledge Management)

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Health Information Management and Data Governance. Inherent requirements of the job: Valid driver's licence (Code B) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, Clinicom, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people skills together with communication, training and report writing skills.

DUTIES : Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.

ENQUIRIES : Ms R Diedericks at (067) 026 15 15
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 February 2025

POST 05/218 : **COMMUNICATION OFFICER**
Directorate: Communications

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town (Stationed at Groote Schuur Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations, or Marketing. Experience: Appropriate experience in a communication, public relations or media environment, which include building and managing client and stakeholder relationships; developing visual communication products; media, reputation and response management; internal communication and brand management; and developing and executing communication campaigns. Inherent requirements of the job: Valid Code B/EB driver's licence. Willing to occasionally work outside regular office hours and to travel for work. Competencies (knowledge/skills): Strong interpersonal skills. Brand and reputation management. Ability to engage with stakeholders from all levels. Media liaison. Written and visual content development.

DUTIES : Communication management, including developing and executing an annual communication plan, managing the hospital's brand, photography, and proactive storytelling to manage the hospital's image and reputation. Stakeholder management, including working with the Groote Schuur Hospital Board and Trust, and the hospital management team to support the annual operational plan. Reputation management and media liaison, including handling media queries, writing media releases, media monitoring, risk management, and event management. Develop and test communication and promotional material, including reports, newflashes, newsletters, position statements, and social media posts. People, event, and project management.

ENQUIRIES : Ms M Champion Tel No: (021) 483- 3245
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 February 2025

POST 05/219 : **SENIOR ADMINISTRATIVE OFFICER (LABOUR RELATIONS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R376 413 per annum
CENTRE : Emergency Medical Services, People Management
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in labour relations. Appropriate supervisory experience. Inherent requirement of the job: Valid Code B/EB driver's Licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office package). Ability to work under pressure and to meet deadlines. Ability to maintain confidentiality. Ability to work independently and in a team. Good business writing skills.

DUTIES : Provide expert advice and support with regards to all Labour Relations matters. Perform supervisory functions. Facilitate and investigate Grievances. Facilitate the Management of Discipline. Facilitate the effective functioning of the IMLC's. Maintain and report on labour relations statistics. Facilitation of training for all staff with regards to labour relations issues. Assist with preparation for conciliation and arbitration and represent where required.

ENQUIRIES : Mr W Breuning Tel No: (021) -9489908
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for the post. Shortlisted candidate will be expected to undergo a practical assessment.
CLOSING DATE : 21 February 2025

POST 05/220 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (STORES)**

SALARY : R308 154 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics or Accounting as a passed subject or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KRA's) of

the post. Experience: Appropriate experience in Inventory management, procurement processes, systems, and LOGIS in a hospital environment. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Extensive knowledge in Inventory (stores) management, procedures, and warehouse management. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Be able to manage and supervise Warehouse staff. Ability to apply the Disciplinary code. Knowledge of the Public Finance Management Act (PFMA), National and provincial Treasury Regulations, and the Accounting Officer's System of the Department of Health, including delegations. Good leadership abilities. Good organizational skills. Conflict Management.

DUTIES : Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure the store is ESL-compliant. Ensure all documents are audit compliant. Assisted with the reporting of the annual and interim financial statements, as well as the monthly inventory reporting. Assist end-users with Supply Chain Management processes and related queries, provide guidance identify shortcomings within the institution, and provide the necessary support. Manage all related people management functions within the component.

ENQUIRIES : Ms A Cupido Tel No: (021) 658-5414
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 February 2025

POST 05/221 : **ADMINISTRATIVE OFFICER: FINANCE ADMIN**
 Central Karoo District

SALARY : R308 154 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (warehouse and asset management) and Finance processes. Appropriate working experience in LOGIS system & EPS. Inherent requirement of the job: Valid (Code B) driver's licence and willingness to drive. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power point) Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Accounting Officer System and Delegations. Good leadership abilities. The ability to meet deadlines and complete tasks under extreme pressure.

DUTIES : Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure that all transactions comply with legislative requirements (audit compliance). Manage the LOGIS system and the approval of transactions and drawing of related reports. Handle audit queries with regards to SCM. Assist with financial procedures and reporting on Annual and Interim Financial Statements. Asset management of the Central Karoo District.

ENQUIRIES : Ms E Abrahams Tel No: (023) 414 8200
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 February 2025

POST 05/222 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Overberg District

SALARY : R308 154 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate working experience within support services, fleet management, contract management and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to travel and perform duties in the Swellendam and Cape Agulhas Sub-districts. Willingness to be on standby, work overtime after hours, including weekends and public holidays. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, PowerPoint, Excel and emails). Knowledge

of Human Resources, Supply Chain, Fleet Management, Waste Management, Maintenance policies and prescripts and Service Level Agreements. Good communication, interpersonal and organising skills, ability to manage and supervise multiple teams and ability to work under pressure.

DUTIES : Administration and effective management of contracts with service providers, such as Security Services, Cleaning & Gardening Services, Pest Control, Healthcare Waste Management and Telecom Services within the two sub-districts. Administration and effective management of maintenance department, workshop teams and infrastructure within the two sub-districts. Administration and effective management of the fleet, transport services and drivers within the two sub-districts. Administration and effective management of the food service units, laundries and housekeeping departments within the two sub-districts. Supervision, performance management, applying the disciplinary code, training & development, roster and duty planning of various support service staff within the two sub-districts. Support to supervisor and management. Support colleagues by performing standby and overtime duties and managing and monitoring the budget related to support services.

ENQUIRIES : Ms N Wege Tel No: (028) 514 8400
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 21 February 2025

POST 05/223 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
(CHILDRENS' WARD)
Garden Route District

SALARY : Grade 1: R307 247 per annum
Grade 2: R375 480 per annum
Grade 3: R451 530 per annum
(Plus, a non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES : Mr CB Olivier Tel No: (044) 203-7203
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. 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). The pool of applicants will be considered for similar vacant posts within Oudtshoorn and Kannaland Sub Districts for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE

: 21 February 2024

POST 05/224

: **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Central Karoo District

SALARY

: Grade 1: R250 947 per annum
Grade 2: R290 436 per annum
Grade 3: R313 308 per annum

**CENTRE
REQUIREMENTS**

: Support & Outreach Beaufort West PHC, Beaufort West Sub-district
: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional). with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Have a valid driver's license and willingness to travel. Willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Appropriate knowledge of Essential Medicines Lists and Treatment guidelines and the WCGHW Provincial Code List of Approved Medicines to enable the candidate to work as an Indirectly Supervised Pharmacist's Assistant in Primary Health Care Dispensaries. Proficient in the use of MS Office applications (including Excel, Word, Outlook and Teams) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. Ability to work under pressure.

DUTIES

: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with financial expenditure mainly regarding medicine procurement, storage and use. Support and assistance in collation of statistics. Assist with general daily operations in the pharmacy/Dispensary/Medicine room and administrative tasks. All duties to be conducted within scope of practice.

**ENQUIRIES
APPLICATIONS**

: Mr D Ekar Tel No: (023) 814 - 0500
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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)" Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed

timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

:

21 February 2025

POST 05/225

:

ADMINISTRATION CLERK: ADMISSIONS

Garden Route District

SALARY

:

R216 417 per annum

CENTRE

:

Georgeweg CC, Mossel Bay Sub-District

REQUIREMENTS

:

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to drive. Willingness to rotate in the Sub District according to the needs of the service. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

DUTIES

:

Capturing of all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).

ENQUIRIES

:

Ms A Lamprecht Tel No: (044) 604-6106

APPLICATIONS

:

Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

:

No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert.

CLOSING DATE

:

21 February 2025

POST 05/226

:

STAFF NURSE GRADE 1 TO 3

Central Karoo District

SALARY

:

Grade 1: R209 112 per annum

Grade 2: R248 613 per annum

Grade 3: R290 805 per annum

CENTRE

:

Laingsburg Hospital

REQUIREMENTS

:

Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent Requirements of the Job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Good communication skills. Self- discipline and motivation.

DUTIES

:

Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.

ENQUIRIES

:

Mr G Samuels Tel No: (023) 814-2015

APPLICATIONS

:

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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). The pool of applicants will be

- considered for similar vacant posts within Laingsburg Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/227** : **TELKOM OPERATOR (TELEPHONE SERVICES)**
Chief Directorate: Metro Health Service
- SALARY** : R183 249 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a switchboard. Inherent requirement of the job: The ability to work, day and night shifts, on weekends and public holidays Physically able to hear and speak clearly. Competencies (knowledge/skills): The ability to operate switchboard equipment effectively and efficiently. Excellent telephone etiquette. Able to communicate effectively.
- DUTIES** : Handling of all incoming and outgoing calls as well as telephonic enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele and the general public. Processing and distribution of monthly telephone accounts. Keep monthly statistics. Provide clerical and administrative support to the supervisor. Monthly update of the telephone extension list. Receive and ensure accurate distribution of faxes and other messages.
- ENQUIRIES** : Mr J Roberts Tel No: (021) 402-6461
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/228** : **NURSING ASSISTANT: GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum
- CENTRE** : Laingsburg Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate between facilities. Good communication skills. Self- discipline and motivation.
- DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
- ENQUIRIES** : Mr G Samuels Tel No: (023) 814-2015
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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). The pool of applicants will be considered for similar vacant posts within the Laingsburg Sub District for a

- period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 21 February 2025
- POST 05/229** : **CLEANER**
Garden Route District
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum
Knysna CDC, Knysna/Bitou Sub District
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and clinic cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
- DUTIES** : General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
- ENQUIRIES APPLICATIONS** : Sr J. A. Stander Tel No: (044) 302 - 8400
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 21 February 2025
- POST 05/230** : **HOUSEHOLD AID**
Cape Winelands District
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum
Montagu Hospital, Langeberg Sub-district
Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate household experience in a Hospital/ Clinic or similar environment. Appropriate experience in Food Service. Inherent requirements of the job: Ability and willingness to work shifts including weekends, public holidays and night duty. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles.
- DUTIES** : General household tasks which include serving of patient's meals and beverages, cleaning of the ward kitchens, responsible for the crockery and cutlery of the ward kitchen. Willingness to help in other work areas. Assist in the receipt and storage of all provisions and stock. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.
- ENQUIRIES APPLICATIONS** : Mr G Petersen Tel No: (023) 626-8551
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Montagu Hospital for a period of 3 months from date of advert."
- CLOSING DATE** : 21 February 2025
- POST 05/231** : **DENTAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (12 SESSIONS P/WEEK) (PROSTHODONTICS: ORAL/DENTAL TRAINING HOSPITAL)**
Chief Directorate: Metro Health Services
(3-Year Contract)
- SALARY** : Grade 1: R612 per hour

		Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centres, Tygerberg/Mitchell's Plain Platform Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Prosthodontics. Experience: Grade 1: None after registration with the HPCSA as Dental Specialist in Prosthodontics. Grade 2: Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. Grade 3: Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Prosthodontics. Inherent requirement of the job: Valid Driver's licence.
<u>DUTIES</u>	:	Screening of patients on arrival. Record patient details. Identify problems to provide diagnosis. Treat emergency and main complaints. Restore function and aesthetics. Liaise with the multidisciplinary team (where needed). Record keeping. Responsible for compiling stats.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. CCA Cloete Tel No: (021) 937-3092 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates 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)". The pool of applicants will be considered for other vacant Sessional Dental Specialist in the speciality Prosthodontics within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	21 February 2025
<u>POST 05/232</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE) (PHYSICIAN) (SESSIONAL) (20 SESSIONS)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. Grade 2: A minimum of 5 years appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Internal Medicine. Grade 3: A minimum of 10 years of appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be flexible to accommodate changes in schedule. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Excellent clinical expertise and clinical governance. Excellent skills and in teaching and training at undergraduate and postgraduate level. Good leadership, communication, interpersonal, analytical and problem-solving skills.

- DUTIES** : Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Academic teaching and training. Provide outreach services at primary and district level. Management of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.
- ENQUIRIES APPLICATIONS** : Dr R Ortel Tel No: (021) 918-1733
- NOTE** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidate may be subjected to a practical assessment The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
- CLOSING DATE** : 21 February 2025
- POST 05/233** : **MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY) (SESSIONAL) (20 SESSIONS)**
Chief Directorate: Metro Health Services
(3 Year Contract)
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE REQUIREMENTS** : Karl Bremer Hospital, Northern/Tygerberg Sub-structure
- CENTRE REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Medical Officer will be expected to be on standby, including weekends as per rotation schedule. Must be flexible to accommodate changes in schedule. Willingness to travel. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical expertise and clinical governance. Excellent skills and in teaching and training at undergraduate and postgraduate level. Good leadership, communication, interpersonal, analytical and problem-solving skills.
- DUTIES** : Clinical services- Provide a clinical service to in- and outpatients. Clinical care coordination - Coordinate, plan and ensure adherence to and promotion of good clinical care outcomes of mental health care users. Clinical service administration- Assist with related clinical administrative tasks. Teaching and Training of in-service psychiatric programmes to undergraduate students, interns and peers in clinical areas.
- ENQUIRIES** : Dr R Ortel Tel No: (021) 918-1733

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will be subjected to a practical assessment. The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
- CLOSING DATE** : 21 February 2025

DEPARTMENT OF INFRASTRUCTURE

- CLOSING DATE** : 03 March 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 05/234** : **CONTROL ARCHITECTURAL TECHNOLOGIST: ARCHITECTURAL SERVICES REF NO: DOI 04/2025**
- SALARY** : Grade A: R873 840 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
Bachelor of Technology in Architecture (B.Tech) or relevant qualification; A minimum of six years post qualification Architectural Technologist experience required.; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Recommendation: Experience and working knowledge of CAD programs. Competencies: Knowledge of the following: Human Settlements environment and programmes; Technical design and analysis; Research and development; Computer-aided Architectural applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; People management; Proven computer literacy; Written and verbal communication.
- DUTIES** : Manage technological advisory services; Monitor and evaluation of technological designs; Manage administrative and related functions; Research and development; Guide and manage technologists reporting to the post.
- ENQUIRIES APPLICATIONS** : Mr S Gqoboka Tel No: (021) 483 3973
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/235** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 06/2025**
- SALARY** : Grade A: R721 476 - R774 267 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government
An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with the South African Council of Quantity Survey Professionals (SACQSP) as a Professional Quantity Surveyor; A valid code B (or higher) driving license. Competencies: Knowledge of the following: Programme and project management; Quantity Survey principles and

- methodologies; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; creating high performance culture; Networking; Professional judgement; Skills in the following: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.
- DUTIES** : Perform quantity surveying activities on buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding quantity surveying; Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development; Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development; Continuous professional development according to council guidelines; Research/literature studies on quantity survey to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.
- ENQUIRIES APPLICATIONS** : Mr E du Plooy at email: Etienne.duPlooy@westerncape.gov.za
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/236** : **TOWN AND REGIONAL PLANNER (PRODUCTION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: DOI 07/2025**
- SALARY CENTRE REQUIREMENTS** : Grade A: R721 476 - R774 267 per annum, (OSD as prescribed)
: Department of Infrastructure, Western Cape Government
: An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Competencies: Knowledge of the following: Application of relevant legislation; Contract Administration; Programme and Project Management; Formulation of policies in a multi-disciplinary professional environment; Financial Management; Research and planning; Public service procedures; Skills needed: Interpret and apply relevant policies and procedures; Problem-solving; Sound Budgeting; Facilitation; Presentation.
- DUTIES** : Influence forward planning through the IDP and sectoral plans; Render technical support in project planning for the district area; Undertake transversal planning for region; Management of staff.
- ENQUIRIES APPLICATIONS** : Mr D Alli Tel No: (021) 483 4145
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/237** : **PROJECT SUPPORT MANAGER REF NO: DOI 01/2025 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in project management and contract administration, contract and compliance monitoring, and service level agreement 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: Experience in property development. Competencies: Knowledge of the following: Applicable

legislative and regulatory requirements, policies and standards; Principles and processes; Projects monitoring methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources; Relationship management; Written and verbal communication; Applied strategic thinking; Creative thinking; Decision making; Problem analysis ; Technical proficiency; Problem-solving ; Proven computer literacy.

DUTIES : Provide the following support to the Chief Directorate-Economic Hub: Technical support; Provide Administrative/Strategic and logistical support to the Senior Manager; Provide Budgetary and Projects Support related to Special Projects; Administrative/Strategic and logistical support to the Senior Manager; Project Management; Prepare Motivations and facilitate process for the nomination and appointment of service providers; Develop report formats templates and outline deliverables to guide consultants; Monitor and evaluate the achievement of milestones within given time constraints; Office administration; Attend all workshops pertaining to Economic Hub's projects; Answer and report on relevant enquiries; Compilation of reports at the request of the Senior Manager on project related enquiries; Update Quarterly Reports and other Reports; Assist the Senior Manager in compiling budgets and reporting on expenditure.

ENQUIRIES : Ms L Mabuntane Tel No: (021) 483 5788
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/238 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): PLANT MANAGEMENT REF NO: DOI 10/2025 (X2 POSTS)**

SALARY : Grade A: R419 325 per annum - Grade C: R472 812 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : 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 : Mr M Subailey Tel No: (021) 959 7700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/239 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS -BELLVILLE REF NO: DOI 39/2024 R1 (X2 POSTS)**

SALARY : Grade A: R419 325 per annum - Grade C: R472 812 per annum (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (or higher qualification) in Radio Communications, Electrical Engineering, Public Safety or relevant qualification; Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification experience; 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: Radiotrian artisan additional qualification. Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision-making; Customer focus and responsiveness; People Management; Computer literacy Skills: Planning and organising; Communication skills(written, verbal and presentation).

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

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 959 7700 and email address: Marilise.vanwyngaardt@westerncape.gov.za

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

POST 05/240 : **LOSS CONTROL/FRAUD OFFICER: FRAUD AND LOSSES CONTROL REF NO: DOI 05/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years experience in Finance or Risk Management; 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: Loss Control and basic investigation experience. Competencies: Advanced knowledge of the following: The WCG Loss Control System; Management of Losses and Claims, PFMA, NTR, PTI, Government Motor Transport Handbook Version 1 of 2019; Departmental Security policy; Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting. Skills needed: Investigation; Organising; Planning; Problem solving; Analytical; Communication (Written and verbal). Ability to: Assess evidence w.r.t losses and claims; Analyse reports from various professionals and experts Monitor and prevent prescription; Adhere to strict financial and legal deadlines/timeframes and work under pressure.

DUTIES : Claims against the State (Public Liability Claims) and Claims by the State(RCD Claims recoverable); Thefts (Losses or damages through criminal acts or omissions); Assist in the management of all types of losses; Assist to investigate collisions and compiling BAS Payments and Journals for Damages & Losses and, Theft and Losses; Register of cases on the WCG Loss Control System and ensuring that the electronic register is updated regularly with the required information; Compiling referrals to the State Attorney via Legal Services; Drafting of write-off submission, Submissions to Higher Authority and Memorandums to Management

ENQUIRIES : Ms LD Atkins Tel No: (021) 483 3743

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

POST 05/241 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOI 14/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Safety Management or related field; A minimum of 1 year

relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B).NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Mechanical workshop environment in light to heavy construction vehicles and machinery; Work activities in a roads sign manufacturing. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Skills needed: Written and verbal communication; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MS Office); Problem solving; Conflict management.

DUTIES : Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.

ENQUIRIES : Ms H Kleinhans Tel No:(021) 959 7700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/242 : **PERSONAL ASSISTANT: LOGISTICS AND MOVABLE ASSET MANAGEMENT REF NO: DOI 08/2025**

SALARY : R308 154 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering a support service to management/ senior management. Recommendations: Willing to work irregular hours, Working knowledge and proven track record of working on all Microsoft suite applications. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Office Administration; Database Management; Information and Records Management; procurement processes; Financial administration; Functioning, systems and processes of government; General information support systems such as GoFin/BAS and ECM/SharePoint. Skills needed: Written and verbal communication skills; Proven computer literacy; Organisational; Client liaison and networking; Report writing; Research; Problem solving; Good telephone etiquette; High-level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation.

DUTIES : Provides a secretarial or receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms O.A Samuels Tel No: (021) 483 0465
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/243 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (FITTER ANDTURNER)- BELLVILLE REF NO: DOI 11/2025**

SALARY : Grade A: R230 898 - R256 263 per annum
 Grade B: R270 915 - R300 675 per annum
 Grade C: R314 751 - R386 775 per annum
 (Salary will be determined as per OSD prescripts)

CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : Appropriate Trade Test Certificate (Fitter and Turner); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of road construction plant and vehicles spare parts or similar lathe experience. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Mr E Louw Tel No: (021) 959 7700
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/244** : **SUPPLY CHAIN MANAGEMENT CLERK: LEGAL SUPPORT REF NO: DOI 13/2025**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Basic knowledge of SCM procedures and legislative framework (relevant experience). Competencies: Good understanding of the following: Job Knowledge. Skills in the following: Typing; Mathematical; Computer skills; Communication planning and organising; Interpersonal relations language; Flexibility; Teamwork and Good verbal and written communication.
- DUTIES** : Providing clerical support to gather, update, compile, scan maintain documentation, and update registers during the process of continuously monitoring the alignment of Departmental SCM documentation such as: Delegations Framework, Accounting Officers System, Instruction notes and circulars, SCM strategy and related policies and procedures. with the relevant legislative framework; Monitoring and reporting on changes in the SCM legislative environment, consolidating all requests for departmental inputs to changes in legislation, and keeping a dashboard of SCM guidelines, instructions and legislative requirements; Render Legal Support by keeping records and updating registers; Gathering and verifying information, compiling documents such as minutes, letters, reports and responses for PAIA applications, cession applications, conflict of interest case restriction and vetting applications and SCM related legal matters; Assisting in annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM legal support; (tracking recommendations/reporting on remedial actions, disputes and investigations) Provide administrative support; Logistical arrangements for meetings and contractor information sessions
- ENQUIRIES** : Ms A Jansen Van Rensburg Tel No:(021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 05/245** : **SUPPLY CHAIN MANAGEMENT CLERK: LEGAL SUPPORT REF NO: DOI 16/2025**
- SALARY** : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Basic knowledge of SCM procedures and legislative framework (relevant experience). Competencies: Good understanding of the following: Job Knowledge. Skills in the following: Typing; Mathematical; Computer skills; Communication planning and organising; Interpersonal relations language; Flexibility; Teamwork and Good verbal and written communication.
- DUTIES** : Providing clerical support to gather, update, compile, scan maintain documentation, and update registers during the process of continuously monitoring the alignment of Departmental SCM documentation such as:

Delegations Framework, Accounting Officers System, Instruction notes and circulars, SCM strategy and related policies and procedures. with the relevant legislative framework; Monitoring and reporting on changes in the SCM legislative environment, consolidating all requests for departmental inputs to changes in legislation, and keeping a dashboard of SCM guidelines, instructions and legislative requirements; Render Legal Support by keeping records and updating registers; Gathering and verifying information, compiling documents such as minutes, letters, reports and responses for PAIA applications, session applications, conflict of interest case restriction and vetting applications and SCM related legal matters; Assisting in annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM legal support; (tracking recommendations/reporting on remedial actions, disputes and investigations) Provide administrative support; Logistical arrangements for meetings and contractor information sessions.

ENQUIRIES : Ms A Jansen Van Rensburg Tel No: (021) 483 2018
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 03 March 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 05/246 : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 04/2025**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience. 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: Constitutional legislative an inter-governmental dispensation in South Africa; COGTA prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Skills needed: Analytical thinking; Conflict management; Organisational; Budgeting; Information systems and database interrogation; Negotiation; Written and verbal communication; Ability to analyse data with a view to make assumptions and forecasts; Interpret annual financial statements; Analyse municipal budgets and financial management systems.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Dr S Greyling Tel No:(021) 483 6126
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/247 : **COMMUNITY DEVELOPMENT WORKER: PORTERVILLE (WEST COAST)**
REF NO: LG 01/2025

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/248 : **COMMUNITY DEVELOPMENT WORKER: MACASSAR REF NO: LG**
02/2025

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/249 : **COMMUNITY DEVELOPMENT WORKER: GRABOUW REF NO: LG 03/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation,

interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No:(021) 483 3039

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

POST 05/250 : **COMMUNITY DEVELOPMENT WORKER: RIVERSDALE (HESSEQUA) REF NO: LG 05/2025**

SALARY : R255 450 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

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

POST 05/251 : **COMMUNITY DEVELOPMENT WORKER: KHAYELITSHA REF NO: LG 06/2025**

SALARY : R255 450 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate.

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

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

POST 05/252 : **COMMUNITY DEVELOPMENT WORKER: KRAAIFONTEIN REF NO: LG 07/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/253 : **COMMUNITY DEVELOPMENT WORKER: MFULENI REF NO: LG 08/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/254 : **COMMUNITY DEVELOPMENT WORKER: SALDANHA REF NO: LG 09/2025**

SALARY : R255 450 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation,

interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

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

POST 05/255 : **COMMUNITY DEVELOPMENT WORKER: LAINGSBURG REF NO: LG 10/2025**

SALARY : R255 450 per annum (Level 06)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6months relevant experience. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Develop and maintain a comprehensive municipal monitoring tool; Collect, validate and evaluate municipal data and information relating to municipal performance; Ensure the development of a database and disseminate of information relevant stakeholders; Draft the annual municipal performance report in terms of the municipal systems act; Management of human resources and performance in the sub-directorate

ENQUIRIES : Mr M Bell Tel No: (021) 483 3039

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

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 03 March 2025

NOTE :

All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications

for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 05/256** : **CHIEF DIRECTOR: TRAFFIC MANAGEMENT REF NO: WCMD 06/2025**
- SALARY** : R1 436 022 per annum (Level 14)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternate mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification in Public Management/ Alternate Dispute Resolution Qualification/ Law related. Experience on a Senior Management level in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
- DUTIES** : Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Provide lifelong quality outcomes-based learning programmes to traffic policing agencies; Ensure integration of all Road Safety interventions and greater voluntary compliance by road users with road rules and regulations; Strategic Management; Change Management; People Management; Actively participate and oversee the Financial Management practices of the chief directorate.
- ENQUIRIES** : Mr. D Jacobs Tel No: (021) 483 3900
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

- POST 05/257** : **SYSTEM SUPPORT COORDINATOR: ICT MANAGEMENT SERVICES REF NO: WCMD 02/2025**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years experience in an ICT/ management environment; 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: Experience in an ICT/ management environment. Competencies: Knowledge of the following: Information Systems Technology and Software; Working procedures in terms of the working environment; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Skills needed: Written and verbal communication skills; Proven computer literacy; Analytical thinking; interpersonal skills; Effective supervisory abilities; Policy formulation expertise; Office planning proficiency; Politically correct and sensitive skills; Management capabilities; Innovative thinking; Ability to interpret and apply policy; Systematic approach; Planning and organisational skills; Leadership qualities; Human Resource Development abilities; Capacity to work under pressure; Self-motivated; Professional approach to service

delivery; Value-adding mindset; Presentation skills; Problem-solving and analytical skills.

DUTIES : Oversee and manage the GMT ICT component and resources responsible for ICT products, installation, troubleshooting and maintenance of GMTICT systems and information and project management; Ensure the management of the ICT (GMT) projects; Manage GMT ICT SLA's with external service providers; Manage Human Resources; Determine and Communicate Financial requirements associated with ICT Procurement and Projects.

ENQUIRIES : Mr C. Kriegler Tel No: (021) 467 4745

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

POST 05/258 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: WCMD 04/2025**

SALARY : R376 413 per annum (Level 08)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years experience in an ICT/ management environment; 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: Experience in an ICT/ management environment. Competencies: Knowledge of the following: Information Systems Technology and Software; Working procedures in terms of the working environment; Configuration Management processes; Data Management; Network Hardware, Protocols, and Standards; Public Management and Administration; Skills needed: Written and verbal communication skills; Proven computer literacy; Analytical thinking; interpersonal skills; Effective supervisory abilities; Policy formulation expertise; Office planning proficiency; Politically correct and sensitive skills; Management capabilities; Innovative thinking; Ability to interpret and apply policy; Systematic approach; Planning and organisational skills; Leadership qualities; Human Resource Development abilities; Capacity to work under pressure; Self-motivated; Professional approach to service delivery; Value-adding mindset; Presentation skills; Problem-solving and analytical skills.

DUTIES : Oversee and manage the GMT ICT component and resources responsible for ICT products, installation, troubleshooting and maintenance of GMTICT systems and information and project management; Ensure the management of the ICT (GMT) projects; Manage GMT ICT SLA's with external service providers; Manage Human Resources; Determine and Communicate Financial requirements associated with ICT Procurement and Projects.

ENQUIRIES : Mr C. Kriegler Tel No: (021) 467 4745

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

POST 05/259 : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER REF NO: WCMD 08/2025 (X2 POSTS)**

SALARY : R376 413 per annum (Level 08)

CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6-10 years relevant experience in a traffic training and development and/or traffic law enforcement working environment; A valid code A and EC driving licence; No criminal record. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Training and Development; National Qualifications Framework(NQF); South African Qualifications Authority (SAQA); Outcome-based education (OBE) principles; Departmental Workplace Skills Plan (WSP);National Road Traffic Amendment Act, 2008 (Act 64 of 2008); National Road Traffic Regulations, 2000; National Road Traffic Regulations, 2000;Criminal Procedure Act, 1977 (Act 51 of 1977); Skills needed: Computer literacy; Written and verbal communication; Research; Interpersonal; Training and Facilitation; Presentation; Mentoring and Coaching; Interpretation; Observation; Planning; Organising; Monitoring; People Management; Decision-making; Results and Quality Management Problem-solving; Writing and Reporting; Motivational; Analytical Operational; Innovation.

DUTIES : Plan and coordinate traffic officer training; Provide inputs to improve learning material, facilitation techniques and resources; Facilitation of training in accordance with outcome-based education (OBE) principles; Assessment of learners; Supervisory functions.

ENQUIRIES APPLICATIONS : Ms J Tweedie Tel No: (021) 983 1500
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/260 : **ADMINISTRATIVE OFFICER: NATIS TRAINING REF NO: WCMD 26/2024 R1**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant NaTIS and administrative experience; A valid code B or higher driving license, or alternative mode of transport for people with disabilities. Recommendation: Certificate in Occupationally Directed Education Training and Development Practices (ODETD). Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial NaTIS Security Policy; National Traffic Information System (NaTIS); Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Economic Financial and Statistical Analysis; Presentation; Legal Administration; Proven Facilitation skills; People Management.

DUTIES : Supervise and coordinate the activities relating to NaTIS training; Facilitate training for NaTIS users in the Western Cape; Supervise all the activities relating to the auditing of NaTIS transactions and other key tasks performed by internal NaTIS users; Supervisory functions

ENQUIRIES APPLICATIONS : Mr BD Ellie Tel No: (021) 483 2828
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/261 : **ADMINISTRATIVE OFFICER: ENATIS SUPPORT CENTRE REF NO: WCMD 01/2025 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year administrative support experience in an eNaTIS Support Centre working environment. Competencies: Knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National and Provincial eNaTIS Security Policy; National Traffic Information System (eNaTIS); Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination of people; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Computer-based information systems; Procurement processes; Financial administration; Understand the functioning, systems and processes of government; Skills needed: Written and verbal communication; Proven computer literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Applied Strategic Thinking; Creative Thinking; Decision Making; Problem Analysis; Technical Proficiency; Problem-solving.

DUTIES : Handle eNaTIS hardware, network and software calls; Administer aspects related to the roll-out of new eNaTIS software releases; Facilitate the establishment and relocation of NaTIS sites; Update the NaTIS asset register; Handle driving licence enrolment units hardware, network and software calls.

ENQUIRIES APPLICATIONS : Mr BD Ellie Tel No: (021) 483 2828
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/262 : **PERSONAL ASSISTANT: FLEET SERVICES REF NO: WCMD 03/2025**

SALARY CENTRE : R308 154 per annum (Level 07)
: Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government; General information support systems such as GoFin/BAS and ECM Livelink/SharePoint; Skills needed: Written and verbal communication; Computer literacy; Client liaison and networking; Report Writing; Research Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation

DUTIES : Provides a secretarial/receptionist support service to the Director; Renders administrative support services; Provides support to Director regarding meetings; Supports the Director with the administration of the Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr A Janse Van Rensburg Tel No: (021) 467 4701
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/263 : **ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT: MANAGEMENT SUPPORT SERVICES REF NO: WCMD 09/2025**

SALARY : R308 154 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant administrative support experience in a government motor transport environment, supporting an ICT management services section. Competencies: A good understanding of the following: Legislative framework governing the public service; Working procedures in terms of the working environment; Proficiency in administrative duties, data entry, computer operations and statistics collection; Skills needed: Computer literacy; Written and verbal communication; Planning and organising; Interpersonal relations

DUTIES : ICT goods and services procurement; Compile and maintain governance documents and registers; Prepare monthly and quarterly ICT reports; Serve as secretariat for ICT management services meetings; General administration.

ENQUIRIES : Mr C Kriegler Tel No: (021) 467 4745
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

CLOSING DATE : 03 March 2025
NOTE : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated

candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 05/264</u>	:	<u>CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 03/2025</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Recommendation: A relevant Masters Degree and experience of working in a policy and strategy environment, preferably in the Public Sector. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management. Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.
<u>DUTIES</u>	:	Provide strategic management, advice and guidance in respect of the following functional areas: Facilitate the conducting of high-level policy analysis: Transversal coordination, management and promotion of innovative and evidence-based policy and strategy development, planning, implementation, and review. Facilitate the research and analysis of the provincial policy environment and identify critical areas for provincial government intervention, including futures capability. Analyse national and provincial policies, strategies and laws, and prepare provincial responses. Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province. Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation as required). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans. Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes. Initiate and manage transversal futures modelling research. Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies. Support the provincial executive in respect of provincial human social development strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Human Development (HD) Social Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the HD Social Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the HD Social Sector as required. Advise on the alignment of HD Social Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of HD Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend

corrective actions for the HD Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the HD Social Sector. Support the provincial executive in respect of provincial economic strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Economic Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required. Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of Economic Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector. Manage integrated provincial strategic planning: Advise on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes. Advise, in consultation with the Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Change Management, People Management, Financial Management
 Ms L Esterhuysen Tel No: (021) 483 5856
 To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**ENQUIRIES
 APPLICATIONS**

POST 05/265

**DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY
 ENABLEMENT REF NO: DOTP 01/2025**

**SALARY
 CENTRE
 REQUIREMENTS**

R1 216 824 per annum (Level 13)
 Department of the Premier, Western Cape Government
 An appropriate Degree at NQF 7 level in Social Sciences/ Industrial Psychology/ Public and Business Management Science or related. A minimum of five (5) years' experience in an OD or related environment on middle management level. Recommendation: Extensive experience in process modelling and re-engineering would be preferred. Competencies: Advanced knowledge of organisation Development discipline, with emphasis on OD strategy and organisational behaviour. Proven knowledge and understanding of other relevant national and provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures, etc. Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the Western Cape Government. Proven knowledge and understanding of constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, people management and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and activities of sister departments. Proven knowledge and understanding of the policies of the government of the day Basic knowledge and understanding of labour relations legislation and regulations. Proven knowledge and understanding of the staff performance management system.

DUTIES

Line Management: Ensuring the provision of macro transversal and strategic work organisation (structure and process design) capacity enablement interventions. Ensuring the provision of job design services. Ensure legally sound contracts. Ensuring the facilitation of prescribed transversal service delivery initiatives. Strategic Management: Defining and reviewing on a continual basis the purpose, objectives, priorities and activities of the Directorate. Driving the Directorate's strategic planning process. Driving the development and management of the strategic and business plans for the Directorate. Evaluating the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Reporting to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to Digital

government and ICT. Monitoring and ensuring compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Fostering and promoting a culture of innovation within the Directorate, Chief Directorate and the Branch. Diligently perform all duties assigned to the post of Director. Ensuring new, innovative and adaptive design approaches are embedded to improve service delivery; Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Ensure that all spending is aligned with the strategic objectives of the Directorate, Directorate, Branch and Department. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr JP Nel Tel No: (021) 466 9702
 : To apply submit your application online only: via
 : <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/266

: **DIRECTOR: INTERNAL AUDIT REF NO: DOTP 02/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13)
 : Department of the Premier, Western Cape Government
 : An appropriate B-degree at NQF 7 as recognised by SAQA, majoring in
 : Accounting and Auditing. A minimum of five (5) years experience in appropriate
 : internal audit or other relevant management experience. Recommendation:
 : Certified Internal Auditor. Competencies: Advanced knowledge of internal audit
 : discipline, with emphasis on IA strategy and organisational behaviour. Proven
 : knowledge and understanding of other relevant national and provincial
 : legislation, policy, prescripts, regulations, codes, directives, standards,
 : collective agreements, best practices, procedures, etc. Proven knowledge and
 : understanding of global, regional and local political, economic and social affairs
 : impacting on the Western Cape Government. Proven knowledge and
 : understanding of constitutional, legal and institutional arrangements governing
 : the South African public sector. Proven knowledge and understanding of public
 : finance, people management and discourse management processes. Proven
 : knowledge and understanding of the Public Finance Management Act, National
 : and Provincial Treasury Regulations, other financial policies, prescripts,
 : directives and collective agreements. Proven knowledge and understanding of
 : the functioning of the province and activities of sister departments. Proven
 : knowledge and understanding of the policies of the government of the day.
 : Basic knowledge and understanding of labour relations legislation and
 : regulations. Proven knowledge and understanding of the staff performance
 : management system.

DUTIES

: Line Management: Review the analysis and assessment of the departmental
 risk areas for multiple departments included in the directorate, ensuring that
 high-level risk areas are included in the risk profile and audit universe. Review
 the Risk-based 3-Year Rolling Strategic and 1-year Operational Internal Audit
 plan for the departments included in the cluster Review the engagement
 objectives, key controls and gaps, ensuring that they are appropriately aligned
 to the control objectives and specific risks in terms of: Safeguarding of assets;
 Reliability and Integrity of financial and operational information; Compliance to
 laws, regulations and contracts; and Effectiveness and efficiency of operations.
 Achievement of Objectives Review interventions designed subsequent to the
 client's assessment of service quality (ASQ) for appropriateness and
 adequacy. Review the final reports for multiple departments to ensure quality
 of reports are aligned to quality standards Engage with executive management
 on issues raised on quality of audits and services rendered. Drive the design
 of methods to instill project management principles and its application in all
 departmental teams. Contribute to the design of the Internal Audit Activity's
 Quality Assurance and Improvement Programme. Provide input and drive the
 development and maintenance of the Internal Audit Methodology which is client
 centric and in conformance with the International Standards for the
 Professional Practice of Internal Auditing. Strategic Management: Defining and

reviewing on a continual basis the purpose, objectives, priorities and activities of the Directorate. Driving the Directorate's strategic planning process. Driving the development and management of the strategic and business plans for the Directorate. Evaluating the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Reporting to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to Digital government and ICT. Monitoring and ensuring compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Fostering and promoting a culture of innovation within the Directorate, Chief Directorate and the Branch. Diligently perform all duties assigned to the post of Director. Regular liaison with stakeholders Internal Audit Progress meetings and progress reports to multiple departments Quarterly and adhoc reporting to Executive Management Attend and present reports at the quarterly Audit Committee meetings Liaison with the Auditor General as part of integrated assurance Specific departmental strategic planning and executive management meetings Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Ensure that all spending is aligned with the strategic objectives of the Directorate, Directorate, Branch and Department. People Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms B Cairncross Tel No: (021) 483 6837
 : To apply submit your application online only: via
<http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 05/267

: **PROJECT OFFICE MANAGER: PROJECT OFFICE REF NO: DOTP 06/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), all-inclusive salary package
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Project Management; Business Administration or Information Technology or relevant field; A minimum of 3 years experience in ICT environment. Recommendation: A valid (code B or higher) driving license; Project Management Certificate. Competencies: Knowledge of the following: Portfolio, programme and project management best practice, theory and methodology (PMBOK, Prince 2);Enterprise ICT programmes/projects; Supply Chain Management; Budgeting and Cash Flow; Human Resource Management practices; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Financial and administrative management; Budgetary procedures and control; Skills needed: Written and verbal communication; Research and technical writing; Innovative problem solving; Analytical capability; Strategic thinking and planning; Project management; Presentation; Conflict resolution.

DUTIES

: Portfolio Management: Oversee the programmes and projects, ensuring that all projects align with the organisation's strategic goals, deliver the intended value and benefits; Portfolio Governance: Establish and maintain portfolio and project management standards, methodologies, and best practices; Resource Management: Optimise the allocation of resources across portfolio to maximise efficiency and effectiveness; Stakeholder Engagement: Collaborate with stakeholders to understand their needs and expectations. Provide regular updates on project status, risks, and issues, and ensure effective communication throughout the project lifecycle; Risk Management: Identify, assess, and mitigate portfolio and /or project risks. Develop contingency plans and ensure that risk management practices are integrated into project planning and execution; Performance Monitoring: Track and report on portfolio performance metrics. Use data-driven insights to identify areas for

improvement and implement corrective actions as needed; Continuous Improvement: Foster a culture of continuous improvement by promoting lessons learned and best practices. Encourage innovation and the adoption of new tools and techniques to enhance project delivery.

**ENQUIRIES
APPLICATIONS**

: Mr G Mohamed Tel No: (021) 483 4828
: To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/268

: **BUSINESS ANALYST: PLANNING AND DEVELOPMENT REF NO: DOTP
08/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), all-inclusive salary package
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Information Technology; A Minimum of 5 years experience in Business analysis and in ICT planning. Recommendation: A valid (code B or higher) driving license; Business analysis certification; Experience in digital transformation planning and implementation. Competencies: Knowledge of the following: Digital government environment; Business Process Re-engineering; Business Systems Analysis; Business mapping and modelling; Enterprise systems development; Functional design and user requirement specifications; Business case development; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Skills needed: Computer literacy (working knowledge of the MS Office suite); Written and verbal communication; Analytical and problem-solving; Strategic thinking and planning; Presentation and workshop facilitation; Negotiation and conflict management; Project management.

DUTIES

: Development, management and reporting on WCG Digital Government Strategy and Digital Transformation Plan and outputs; Development of Departmental IT Plans including capability mapping; Develop, support and maintenance of Applications Portfolio Management Strategy roadmap and inventory; Strategic alignment and stakeholder engagement across all spheres of government, as well as across the sector; Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved ICT programmes/projects.

**ENQUIRIES
APPLICATIONS**

: Ms A Basha Tel No: (021) 483 2933
: To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/269

: **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS CLUSTER B REF NO:
DOTP 09/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11), all-inclusive salary package
: Department of the Premier, Western Cape Government
: A 3-year B-Degree (or higher qualification) in the field of Forensics/Commerce/Law/ Auditing; A minimum of 6 years functional (forensic investigations) experience or a minimum of 3 years management experience in conducting forensic investigations in a forensic services/commercial crime environment; A valid code B driving licence. Recommendation: Experience in forensic investigations within the public sector; Qualification of B.Com/Honours in Forensic Accountancy; Certified Fraud Examiner(CFE) or Certified Forensic Practitioner (CFP). Competencies: Knowledge of the following: National, provincial and departmental legislation, policies and procedures; PFMA; Skills needed: Communication (written and verbal); Well developed; Well developed analysing, problem-solving and fact-finding; Proven computer literacy ; Good interviewing skills and ability to take statements during investigations; The ability to develop and maintain networks; Factual and legal analysis skills/abilities; Planning, organizing and people management.

DUTIES

: Planning and execution of forensic investigations; Conduct investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation. Manage the team of investigators, providing clear guidance to and mentoring of team; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-

up of recommendations made; Testify in disciplinary hearings and in criminal trials; Perform fraud prevention and detection functions; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Ms P Thaba Tel No: (021) 483 4701
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/270 : **SERVICE MANAGER: BROADBAND SERVICE LEVEL AND CONTRACT MANAGEMENT REF NO: DOTP 10/2025**

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 6 years' experience in ICT projects of which 3 years must be management experience. Recommendation: Relevant working experience in connectivity or VOIP projects. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; CT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Skills needed: Strategic Planning and co-ordination; Excellent communication (verbal and written) skills; Report writing; Presentation and workshop facilitation; Negotiation and conflict management.

DUTIES : Line Management: Manage a team of professionals and service providers that perform and deliver services to clients; Management of service levels of concluded broadband-related contracts; Contract management of concluded broadband-related contracts: Financial Management: Active participation in the budgeting process at Directorate and Chief Directorate Level; assistance in the efficient, economic and effective control and management of the Directorate's budget and expenditure: Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the component; Participation in the Branch, Chief Directorate and Directorate's strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate: Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Clients and Stakeholder Liaison: Strategic alignment and stakeholder engagement across all spheres of government, as well as across National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Private sector organisations and NGO's; Local Municipalities.

ENQUIRIES : Mr M Cloete Tel No: (021) 483 7320
APPLICATIONS : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 05/271 : **STATE LAW ADVISOR: LEGISLATION REF NO: DOTP 12/2025**

SALARY : LP 7: R884 268 per annum, all-inclusive salary package, (OSD as prescribed)
LP 8: R1 037 820 per annum, all-inclusive salary package, (OSD as prescribed)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience. Recommendation: Proven experience in a legal advisory capacity; General experience in parliamentary processes; Proven experience in research methods and computer literacy. Competencies: Knowledge of the following: Constitutional and Administrative Law, public sector legislation, Interpretation of Statutes and relevant legislation and case law. Excellent legal writing and legislative drafting skills; Excellent written and verbal communication skills in at least English; well-developed innovative problem-solving and analytical skills; sound organising and planning skills.

DUTIES : Researching, formulating, drafting and editing legislation; Providing legal technical comments on draft legislation; Providing legal advice (including formal written opinions) on substantive legal issues; and scrutinising, drafting

and editing legal documents, memoranda, submissions and legal technical correspondence.

ENQUIRIES : Ms A Vosloo Tel No: (021) 483 4353 or Anita.Vosloo@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/272 : **CHIEF NETWORK TECHNOLOGIST: ICT SCHOOLS SUPPORT REF NO: DOTP 04/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A Minimum of 3 years experience in network infrastructure management. Recommendation: A valid (code B or higher) driving license; ITIL v3 or higher certified. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Networks; ICT Infrastructure; Technical standards/ procedures; Needs and priorities of stakeholders; Managerial functions; Service Level Agreements; National & International IT policies and Trends; Financial management; Project management HR matters; Skills needed: Computer; Planning and organising; Organising; Research; Creativity; Decision making; Planning and co-ordination; Problem solving and Conflict management.

DUTIES : Plans, organises and controls activities of staff and contractors who are responsible for the development of ICT infrastructure; Quality control; Develop and maintain network infrastructure; Prepares documentation including training manuals; Liaison with client departments.

ENQUIRIES : Mr L Lategan Tel No: (021) 435 4000
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/273 : **WEB DEVELOPER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 05/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years experience in web development environment. Recommendation: A valid (code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: An understanding of the Drupal 10 architecture, including its core modules, themes, and configuration management system; Strong PHP programming skills, including object-oriented programming and PHP frameworks; Solid understanding of HTML, CSS, and JavaScript; Database design principles and SQL for querying; Understanding of web servers such as Apache or Nginx; Understanding of deployment processes such as Composer; API integration; Skills needed: Proficiency in programming languages, database systems, software development methodologies, and version control systems; Ability to analyse problems, identify root causes, and develop innovative solutions; Strong analytical skills to understand requirements and propose effective solutions and Communication (Written and Verbal).

DUTIES : Open-Source Development; Systems Analysis and Specification Development; Infrastructure Maintenance and Administration; Quality Control and Documentation; Client Engagement and Collaboration; Project Management and Governance; Technical Support and Troubleshooting.

ENQUIRIES : Mr R Fakier at Riyaad.Fakier@westerncape.gov.za
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/274 : **CHIEF ANALYST DEVELOPER: 1 POST-HEALTH AND SOCIAL DEVELOPMENT-1 POST ECONOMIC GOVERNANCE AND ADMINISTRATION REF NO: DOTP 11/2025**

SALARY : R444 036 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in software development and analysis. Recommendation: Experience in the following: Software Development (SDLC) – Oracle PL/SQL, Oracle Forms, Oracle APEX and Oracle Reports; Microsoft .NET, Microsoft Power BI; JavaScript; Systems Analysis and Design principles (SDLC); Web Development experience; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Information technology systems; Technical standards/procedures; Managerial functions; Needs and priorities of stakeholders; Service level agreements; National and Internal IT policies and trends; Financial Management; Project Management; Skills needed: Planning and organising; Full spectrum of development; Communication (written and verbal); Good decision making.
<u>DUTIES</u>	:	Plans, organises and controls activities of staff responsible for the development of program application and the analysis of systems; Ensure competency of subordinates through training; Systems analysis: Develops functional and technical specifications to meet the business needs of the client; Software development: Constructs and implements application programs; Quality control: Ensures technical and functional standards are observed; Prepares system documentation including training manuals; Liaison with clients.
<u>ENQUIRIES</u>	:	Ms E De Bruyn Tel No: (021) 483 6634
<u>APPLICATIONS</u>	:	To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 05/275</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 13/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Social Sciences/ Humanities/ Industrial Psychology/ Public Management and Business Management; A minimum of 1 year relevant experience. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Latest advances in public management and industrial psychology theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day (national and provincial); Provincial government functions and services; Intergovernmental relations; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development including diagnostic and intervention processes and techniques; Key elements of organisational behaviour (such as leadership styles, interpersonal relations, power and politics, decision making, conflict, problem solving and ethics); The Equate/Evaluate Job Evaluation System; Group dynamics (roles and stages of group development); Project management; Benchmarking; Appreciative inquiry; Research methods /statistics (action research, quantitative and qualitative). Skills needed: Communication (written and verbal); Research; Analytical; Diagnostic; Conceptual, interpretive and formulation; Networking; Planning and organising; Project management; Intervention design; Innovative problem-solving; Benchmarking and Facilitation. Abilities: Function as a self-managing employee; Team player (including the ability to function in multi-functional teams); Interpretive and conceptualisation/formulation; Render advice and guidance in an objective yet dedicated manner; Multi-task, including simultaneous execution of two or more projects; Function under rapidly changing and pressurised circumstances.
<u>DUTIES</u>	:	Provide a Organisation Development service by executing and implementing Org Design and OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques including areas Job evaluation, business process redesign and change management interventions; Contribute to the rendering of macro and transversal organisation design services; Document and report on OD interventions; Contribute to the facilitation of mandatory transversal service delivery and Batho Pele initiatives; Contribute to the optimisation, enablement and maintain organisation development methodologies, tools and techniques and provide input into the Directorate's information management system and database with specific reference to OD interventions.

ENQUIRIES : Mr D Heynes Tel No: (021) 466 9555
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/276 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO:
DOTP 07/2025**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation:
Relevant experience in an asset management environment; storeroom
environment; inventory management environment. A valid Code B (or higher)
driving licence. Note: People with disabilities that restrict driving abilities but
have reasonable access to transport may also apply. Competencies:
Knowledge of the following: Public Finance Management Act (PFMA); Supply
Chain Management Prescripts; Financial Accounting; Asset Management
framework; Relevant systems (Asset Management sections) or any Other Asset
Management system. Skills in the following: Computer literacy in MS Office
Package (Word, Excel, PowerPoint, outlook); Written and verbal
Communication; Client and goal oriented; Ability to work independently and as
part of a team.

DUTIES : Assist with asset disposal; Barcoding of Assets; Perform physical asset
verifications; Attend to asset movements; Updating of the asset register;
Arrange meetings; Provide support to line function (Customer Care).

ENQUIRIES : Mr W Brits Tel No: (021) 483 8187
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 05/277 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP
14/2025**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation:
Relevant human resource management experience; PERSAL Introduction
certificate. Competencies: Good understanding of the following: Legislative
framework that governs Human Resource; Service Conditions; Ability to work
well under pressure with strict confidentiality requirements; Meet deadlines;
Skills in the following: Computer literacy in MS Office Package; Ability to work
independently and as part of a team; Communication (written and verbal).

DUTIES : Administer various service conditions and service benefits i.e Leave
Administration, Leave Audits, Leave payments, Capturing of leave, Pilir
Administration and ad hoc duties; Responsible for updating of databases;
Liaison with call Centre and CRU managers/other departments; Drafting of
formal correspondence, letters, i.e. memorandums, e-mails, etc)

ENQUIRIES : Ms W Oliphant Tel No: (021) 483 4245
APPLICATIONS : To apply submit your application online only: via
http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 03 March 2025
NOTE :

Shortlisted candidates will be required to submit copies of their documentation
for verification purposes. These candidates will be required to do a practical
and 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 05/278** : **REGISTRY CLERK: LOGISTICAL SERVICES (CAPE WINELANDS/OVERBERG REGION) REF NO: DSD 03/2025**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Problem-solving.
- DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing(electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Open and maintain franking machine register; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.
- ENQUIRIES** : Ms E Heydenrych Tel No: (023) 348 5400