

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

CLOSING DATE
NOTE

- : 17 June 2025
- : 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 17/289

- : **DEPUTY DIRECTOR-GENERAL: AGRICULTURAL RESEARCH AND REGULATORY SERVICES REF NO: AGR 41/2025**

SALARY
CENTRE
REQUIREMENTS

- : R1 741 770 per annum (Level 15), (all-inclusive salary package)
- : Department of Agriculture
- : Appropriate 5-year (NQF 8) qualification within an Agricultural Science or Public Administration environment; A minimum of 8 years appropriate senior management experience; Valid driver's licence (code B); and the successful completion of the Senior Management Pre-entry Programme. Recommendation: Master or higher qualification within an Agricultural Science or Public Administration environment; Sound knowledge and understanding of the Agricultural Sector. Competencies: Excellent planning, organising, computer, presentation and people management skills; Knowledge of applicable legislation; Strategic capability, management and leadership skills; The ability to multitask, deal with ambiguity, manage under rapidly changing and pressurised circumstances; Financial management and negotiation skills; and Ability to communicate at all levels and across sectors utilising various media.

DUTIES

- : Enhance and sustain the departmental strategic direction in line with the strategic vision, budget and management plans, of both the Department and the Western Cape Government; Oversee strategic line function management regarding: Veterinary services pertaining, to animal health, food safety, export control, laboratory services, Research and development of agricultural technology, Agricultural economic research and client support; Evaluate and interpret impact of provincial, national and environmental variables; Advise top management and executing authority on impact of strategic changes; Ensure compliance with Public Service statutory frameworks, regulations and professional ethics applicable to programmes in the Branch; Maintain good relations with industrial role-players, academic institutions and other relevant bodies in the Agricultural environment; Promote Agricultural research and regulatory services across all spheres of government; Explore and implement new ways of service delivery innovations; and People Management.

ENQUIRIES : Dr MP Sebopetsa Tel No: (021) 808 5006
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 17/290 : **DEPUTY DIRECTOR: TECHNICAL SUPPORT REF NO: AGR 08/2024 R1**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Pomology, Horticulture or related field; A minimum of 6 years' experience in an agricultural 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: An appropriate postgraduate (BSc Hons and/or MSc degrees or higher qualification); Practical experience in: Pome/stone fruit, citrus or berry production; Research and development as well as adaptive research; Mentoring, coaching and supervision of pomology related extension; Networking with fruit industry and related commodities on a professional level. Competencies: Knowledge and understanding of the following: Agricultural pomology production sector; Soil crop relations, climatic conditions for crops in the province; Rural pomology advisory services and related policies; Land reform and applicable agricultural development policies in South Africa; Financial Management, Human Resources and applicable prescripts. Skills needed: Scientific writing and editing; Communication (written, verbal and report writing); Planning and organising; Computer especially in MS Office, Adobe and CC Suite; Excellent attention to detail; Good interpersonal and technical intelligence capabilities.

DUTIES : Develop internal operational and information systems, consisting of appropriate data, frameworks and procedures in order to improve the efficiency of advisory services in Pome, stone citrus and berry production spheres; Develop technical, economic and business acumen of extension officers regarding pomology production, operations and improved service delivery; Facilitate training and capacity building to agriculturists and farmers; Provide strategic and specialist inputs to implement innovations and perform critical supportive roles in animal production; Administration and management of human resources.

ENQUIRIES : Mr. J. Aries Tel No: (021) 808 5103
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 17/291 : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 19/2024 R2 (X2 POSTS AVAILABLE IN ELSenburg AND TYGER HOEK)**

SALARY : Grade A: R391 671 per annum
 Grade C: R586 665 per annum
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Recommendation: Experience in soil science research; Experience with soils in small grain crops and systems of the Western Cape. Competencies: Knowledge of the following: Major small grain crops in the Western Cape; Soils in the Western Cape, climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

DUTIES : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all

administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

**ENQUIRIES
APPLICATIONS**

: Ms A Swanepoel Tel No: (021) 808 5320
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 17/292

: **CHIEF ACCOUNTING CLERK: SALARY DEDUCTIONS REF NO: AGR 42/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 - R382 959 per annum (Level 07)
: Department of Agriculture, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with accounting as a passed subject; A minimum of 3 years relevant experience in Debt Management or related. 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: Financial background specifically in Public Sector Finance; Report procedures; PERSAL and BAS; Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and Division of Revenue Act (DORA). Skills needed: Written and verbal communication; Presentation skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Planning and organising; Problem solving and decision making within the field of work; Research; Analysing; Ability to interpret policies and directives; Ability to work independently and as part of a team.

DUTIES

: Debt Management; Accounting Policies and Procedures (Journals and Payments), Suspense and Ledger accounts; Human Resources Management and Operational Planning; Tax matters; PERSAL deductions and allowances; Maintenance over operating systems (PERSAL), Batch Control, salary advices and third party payments, PERSAL Forum; Travel and subsistence.

**ENQUIRIES
APPLICATIONS**

: Ms S Adonis Tel No: (021) 808 5104
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

**CLOSING DATE
NOTE**

: 17 June 2025
: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/293

: **GENERAL WORKER: REGIONAL MUSEUM EDEN CENTRAL KAROO DIAS REF NO: CAS 25/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R138 486 – R163 131 per annum (Level 02)
: Department of Cultural Affairs and Sport, Western Cape Government
: Ability to read and write (ABET). Competencies: A good understanding of the following: Working with different chemicals; Cleaning of artifacts; Cleaning in an aquarium; Batho Pele; Skills needed: Written and verbal communication; Good time management; Ability to work in a team and individually; Ability to manage conflict.

- DUTIES** : Cleaning of museum complex; Cleaning of offices; Provide optimal support to the manager, supervisor and colleagues with general cleaning and housekeeping duties; General cleaning and housekeeping of the museum complex (i.e. dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment and refuse removal); General cleaning of all museum exhibition areas and exhibition cases according to museum practices; Assist with the conservation of the Museum artefacts, following museum practices; Effective and efficient utilisation and storage of cleaning materials and equipment; General assistance in setting up, cleaning and clearing of venues; Rendering assistance during museum events and functions; Adhere to general safety standards and security procedures and keep a safe environment.
- ENQUIRIES** : Lorinda Hakimi Tel No: (044) 691 1067
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- CLOSING DATE** : 17 June 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 17/294** : **DEPUTY DIRECTOR: MANUFACTURING REF NO: DEDAT 21/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year post school (equivalent or higher) qualification in economics, finance or commerce; A minimum of 3 years management experience. Recommendation: An appropriate undergraduate degree at NQF 7 or higher in economics, finance or commerce as recognised by SAQA; 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: HRM processes and labour relations; Public Financial Management Act; Project Management; Public service procedures; Knowledge of applicable policies and procedures; Stakeholder and relationship management; Monitoring and evaluation systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Problem solving; Decision making; Strategic and creative thinking; Ability to work independently and as part of a team.

<u>DUTIES</u>	:	To develop and implement operational manufacturing sector programmes derived from the strategic framework for Trade and Sector Development; 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 and address sector-specific blockages and participate in the unlocking of opportunities to achieve strategic outcomes; Co-develop and support programmes to improve sector competitiveness and development; Act as a project manager for the various manufacturing programmes being designed and developed through national and provincial government policy; Human resource and financial management.
<u>ENQUIRIES</u>	:	Marthinus van Wyk Tel No: (021) 483-3106
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/295</u>	:	<u>DEPUTY DIRECTOR: AGRI-PROCESSING REF NO: DEDAT 25/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years management level experience. Recommendation: A qualification at NQF level 7 in Economics; Export and Investment development experience; Research related qualifications and or experience; Policy and strategy development; A valid driving license (Code B or higher) NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Economic Research; Agri-processing Sector; Trade and sector development; Investment Development. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Power BI, SharePoint); Communication skills (written and verbal); Research and Report Writing; Presentation Skills; Economic Research and modelling; Data Analysis; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Project Management; Research; Stakeholder relation management; Presentation Development; Project Proposal Writing; Financial Management as it relates to projects; Human Resource Management.
<u>ENQUIRIES</u>	:	Goodwell Dingaen at Goodwell.Dingaen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/296</u>	:	<u>DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: DEDAT 27/2025</u> (5 Year Contract Position)
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Knowledge and Information Management or Information and Communication Technology (ICT); A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Bachelor of Commerce in Knowledge and Information Management or Information and Communication Technology (ICT). Competencies: Knowledge of the following: Public Service legislation, including POPIA, PAIA and PAJA; Management and people management principles; Financial Management; Records Management Systems; Electronic content management including database structures; Policies and prescripts related to records and knowledge management; Project Management; Data Science; Information Management. Skills in the following: Numeracy; Computer Literacy; Typing; Language; Project Management; Accounting Finance and Audit; Information Technology; Economic, financial analysis' Legal Administration; Strategic Planning.
<u>DUTIES</u>	:	Provide records and Registry Service Management including electronic content Management (ECM); Develop and maintain knowledge and

	information management within the department; Plan, manage and coordinate information and communication technology (ICT) services; Develop, manage and test Business Continuity Planning; Facilitate and coordinate Risk Management, Internal Audit reviews, Information Security and Audit Committee feedback; People Management; Financial Management.
<u>ENQUIRIES</u>	: Ms Cheryl Julies Kayembe Wa Kayembe Tel No: (021) 483 9000
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/297</u>	: <u>ASSISTANT DIRECTOR: MANUFACTURING REF NO: DEDAT 20/2025</u>
<u>SALARY</u>	: R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	: Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year post school qualification (equivalent or higher) in economics, finance or commerce; A minimum of 3 years relevant administrative and project management experience. Recommendation: An appropriate undergraduate degree at NQF 7 or higher in economic, finance or commerce as recognised by SAQA; 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: HRM processes and labour relations; Public Financial Management Act; Project Management; Stakeholder management; Monitoring and evaluation systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Problem-solving and decision-making; Applied strategic and creative thinking; Ability to work independently and as part of a team.
<u>DUTIES</u>	: Facilitate the implementation of sector strategies, policies, programmes and projects; Maintain networks with key stakeholders and support value chain alignment within the sectors; Support and implement the market growth and promotion of the prioritised sectors; Participate in the unlocking of opportunities to achieve strategic outcomes; Provide administrative services to support programmes, the directorate and chief directorate.
<u>ENQUIRIES</u>	: Ilse van Schalkwyk Tel No: (021) 483 9494
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/298</u>	: <u>ASSISTANT DIRECTOR: AGRI-PROCESSING REF NO: DEDAT 26/2025 (X2 POSTS)</u>
<u>SALARY</u>	: R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	: Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics or Agricultural Economics; A minimum of 3 years relevant administrative experience in agri-processing or sector development. Recommendation: An appropriate qualification at NQF level 7 or higher; 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; Export and Investment development; Research related qualifications and or experience. Competencies: Knowledge of the following: Programme and Project Management; Stakeholder management; Agri-processing Sector; Financial Management as it relates to projects; Trade and sector development. Problem Solving. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Power BI, SharePoint); Communication skill (written and verbal); Research and Report Writing; Presentation Skills; Economic Research and modelling; Data Analysis; Ability to work independently and as part of a team.
<u>DUTIES</u>	: 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 and expansion; 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 implementation of the

- export strategy; Provide assistance in the operations of the Chief Directorate and Department.
- ENQUIRIES** : Goodwell Dingaan Tel No: (021) 483 9315 /
Goodwell.Dingaan@westerncape.gov.za
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH AND WELLNESS

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

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
- ERRATUM:** Kindly note that the Post: Manager: Hast, Mitchells Plain District Hospital, Chief Directorate: Metro Health Services, with reference number Post 16/383: advertised in the Public Service Vacancy dated 16 My 2025. The advert has been amended as follows: Centre: Klipfontein Mitchell's Plain Sub-structure
- Kindly note that the Post: Senior Industrial Technician (Clinical Engineering: Electronics Workshop) Clinical Engineering Goodwood, Electronics, Head Office, Cape Town with reference number: Post 16/403: Advertised in the Public Service Vacancy dated 16 My 2025. The post has been cancelled.

MANAGEMENT ECHELON

- POST 17/299** : **DIRECTOR: PROJECT OFFICER: TYGERBERG HOSPITAL REDEVELOPMENT**
 Directorate: Facilities and Infrastructure Management
 (3 Years Renewable Contract)

- SALARY** : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).

- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience Extensive experience in project management, preferably, for large infrastructure projects. Stakeholders Management. Infrastructure contract management. Project finance. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Valid South African (Code B/EB) driver's license. Competencies (knowledge/skills): PPP knowledge and experience from the public or private sector, incl. PFMA and Treasury Regulation 16. Relevant Project Management methodology. Relevant knowledge and skills in law, finance, public administration and document management. Advanced computer literacy (Microsoft Office) and ability to use computerized Project Management tools. Excellent verbal and written communication skills. Good understanding of facilities management needs and functions. Strong negotiation skills and advanced interpersonal skills. Ability to manage diverse interests and processes in the interest of government. Excellent report writing and presentation skills. Adaptive leadership skills.

- DUTIES** : Direct and manage the transaction advisor team. Manage the planning, implementation and contract management of the PPP project on behalf of the Department, exercising delegated authority, in line with Treasury Regulation 16 to the Public Finance Management Act and PPP Practice Notes. Consult with the management of affected institutions at all relevant stages in the project

cycle and ensure ongoing consultation and buy-in from relevant stakeholders. Diligently manage the project from inception to the signing of the PPP agreement and financial closure, to ensure that the project is affordable to the institution, provides an optimal value for money solution and appropriately allocates risk to the private party. Manage all information systems necessary for the proper planning and implementation of the project. Manage the PPP, in terms of the PPP agreement management plan, on behalf of the institution in line with Treasury Regulation 16.7. Manage the staff of the PPP Project Officer. Dr L Angeletti-Du Toit Tel No: (021) 483-5354

**ENQUIRIES
APPLICATIONS**

**NOTE
CLOSING DATE**

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
: No payment of any kind is required when applying for this post.
: 06 June 2025

OTHER POSTS

POST 17/300

: **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)
(PHYSICIAN)**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 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
REQUIREMENTS**

: 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 driver's licence and willingness to travel. Willingness to perform commuted overtime. Computer literacy (MS Word, Excel and Groupwise). Competencies (knowledge/ skills): - Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching.

DUTIES

: Provision of clinical service delivery at specialist level across the full spectrum of internal medicine services. Develop and supervise quality of care improvement programs within the internal medicine unit. Supervision of junior medical staff and medical officers. Attendance and coordination of relevant administrative meetings like morbidity and mortality meetings and completing medico-legal documents timeously. Participation in the academic programmes in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Assisting with the implementation of and adherence to of ideal hospital standards within the department.

**ENQUIRIES
APPLICATIONS**

NOTE

: Dr. S Le Roux Tel No: (021) 918 1733
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")
: 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 similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/301</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (ORTHOPAEDICS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Orthopaedics. Registration with a Professional Council: Registration with the HPCSA as a Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. 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 Orthopaedics. Inherent requirements of the job: A valid (code B/EB) driver's licence. Available and willing to participate in after-hours duties, if required. Competencies (knowledge/skills): Strong record of specialist clinical expertise and clinical governance. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. At least 36 months prior experience as a specialist in Orthopaedic surgery. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Appropriate experience and ability in teaching, training and supervision of students, Registrars Medical Staff and Medical interns. Appropriate experience and ability to perform or guide research.
<u>DUTIES</u>	:	Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the hospital catchment area. Management and perform of relevant clinical governance, resource stewardship and administrative requirements in the Department. Leadership of a multi-disciplinary clinical team. Perform clinical teaching, training, and research.
<u>ENQUIRIES</u>	:	Mr S Fourie Tel No: (021) 860 2500 or Stephanus.Fourie@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 the 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 Paarl Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/302</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3: PLASTIC SURGERY</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Plastic Surgery. 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 Medical Specialist in Plastic Surgery. 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 Medical Specialist in Plastic Surgery. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Support to postgraduate and Masters' students. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Skills and experience in undergraduate and postgraduate teaching and training.
<u>DUTIES</u>	:	Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond. Help manage the out-patient service for Plastic Surgery. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Actively participate in all the academic activities of the division including performing and overseeing research. Train under/post-graduate students, including elective students, and other allied health personnel.
<u>ENQUIRIES</u>	:	Prof S Adams Tel No: (021) 406 6415 or email: saleigh.adams@uct.ac.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 the post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. 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). Please ensure that you attach an updated CV.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/303</u>	:	<u>REGISTRAR (MEDICAL) (PROSTHODONTICS)</u> Chief Directorate: Metro Health Services (2 Year Contract)
<u>SALARY</u>	:	R1 001 349 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).
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Inherent requirements of the job: A valid driver's licence. Participation in the commuted overtime system may be required depending on the service requirements. Primaries and/or Postgraduate qualification relevant to Prosthodontics.
<u>DUTIES</u>	:	Rendering of service and research on combined platform as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (includes satellite clinics) as required by the Head of

		department. Completion of the 4 years (48 months) academic requirements for MChD Degree at UWC. Administration duties as determined by the Head of Department.
<u>ENQUIRIES</u>	:	Prof S Khan Tel No: (021) 937 3006
<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 will be subjected to a written/practical and oral assessment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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 Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised 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 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. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. "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 similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/304</u>	:	<u>DEPUTY DIRECTOR: OPERATIONS ASSURANCE</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Health related tertiary qualification (NQF level 6) registerable with the HPCSA. Experience: Appropriate managerial experience. Appropriate experience in the Emergency Services platform. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the province. Competencies (knowledge/skills): Knowledge of EMS legislation and regulations as well as Occupational Health and Safety Act. Knowledge of contract management and the appropriate governing legislation. Excellent leadership and managerial skills. Networking abilities with external stakeholders. Excellent communication and interpersonal skills. Computer Literacy proficient. Knowledge of relevant legal, policy, managerial and clinical aspects related to public health programmes/interventions and services.
<u>DUTIES</u>	:	Ensure compliance with EMS legislation and regulations. Ensure a positive health and safety culture in the EMS workplace. Collaborate towards the development of alternative service delivery channels towards UHC. Develop and ensure sound stakeholder management practices. Ensure effective and efficient people management. Ensure effective and efficient Financial Management.
<u>ENQUIRIES</u>	:	Mr C Wylie Tel No: (021) 508 4519
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo a practical assessment
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/305</u>	:	<u>ENGINEER PRODUCTION GRADE A TO C ELECTRICAL</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	Grade A: R879 342 per annum Grade B: R990 669 per annum , Grade C: R1 127 100 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 4-year degree Electrical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within six (6) months after appointment. Experience: Grade A: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). Grade B: At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in the maintenance and operation of electrical - and electronic systems and infrastructure. Appropriate experience in the compilation of specifications and procurement documentation. MV Switch gear, Reticulation and transformers. LV reticulation. Fire detection and electronic services associated with the Built Environment. Electrical installations specific to Health care facilities. Implementation of green and energy savings technologies. Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.
<u>DUTIES</u>	:	Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Badenhorst/Mr S Reichert Tel No: (021) 830 3752/3768 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. A practical/competency test may form part of the shortlisting and/or interview process
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/306</u>	:	<u>ENGINEER PRODUCTION GRADE A TO C MECHANICAL</u> Directorate: Engineering and Technical Services
<u>SALARY</u>	:	Grade A: R879 342 per annum Grade B: R990 669 per annum, Grade C: R1 127 100 per annum

	(A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	: Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate 4-year degree Mechanical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within six (6) months after appointment. Experience: Grade A: At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). Grade B: At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. Grade C: At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on Mechanical plant as well as Mechanical engineering reticulation and systems. Appropriate experience in the compilation of specifications and procurement documentation related to: Heating, ventilation and air-conditioning (HVAC) in a Health Care built environment. Fire services. Medical gas reticulation and plant. Wet services. Implementation of green and energy savings technologies. Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Mechanical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Registration with ECSA as a professional Engineer. Sound interpersonal and good verbal and written communication skills.
<u>DUTIES</u>	: Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
<u>ENQUIRIES</u>	: Mr C Badenhorst/Mr S Reichert Tel No: (021) 830 3752/3768
<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. A practical/competency test may form part of the shortlisting and/or interview process.
<u>CLOSING DATE</u>	: 06 June 2025
<u>POST 17/307</u>	: <u>PHARMACIST GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	: Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Cederberg Sub-District
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as a Pharmacist with SAPC in respect of SA qualified

employees. 1-year relevant experience after registration as Pharmacist 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 SA. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 SA. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist 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 SA. Inherent requirement of the job: Willingness to work as a pharmacist within a multi-disciplinary team at Cederberg SD. Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strategic capabilities and leadership, Program and project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and analysis, Communication, Client Orientation and Customer focus.

DUTIES : Drug supply management in Sub-district. Alternative methods of medicine distribution in the sub-district. Dispensing. Clinical interventions. Implementation and monitoring of Policies. Data collection. Support pharmacy supervisor in supervision and training of junior staff for wards and clinicians.

ENQUIRIES :
APPLICATIONS : Sr M Sandt Tel No: (027) 482 1484
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 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)".

CLOSING DATE : 06 June 2025

POST 17/308 : **OPERATIONAL MANAGER NURSING: SPECIALTY: ICU (WARD C SPINAL REHABILITATION)**
Chief Directorate: Metro Health Services

SALARY : R693 096 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, in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with SANC as a Professional Nurse Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate/work in 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. Computer literacy in MS package. Knowledge in spinal cord injuries and the relevant nursing care specialty. Ability to think and function independently and to work in a multidisciplinary team.

DUTIES : Provision of quality specialised nursing patient centered care in the spinal ward. Manage and co-ordinate the implementation of holistic, comprehensive specialised nursing care in the unit. Provide support for an efficient and

		effective specialized rehabilitation service. Manage, supervise and guide staff and keep records and statistics as required. Manage assets, consumables and financial services effectively. Manage and support education, in-service training and orientation and practice development initiatives in the unit and prevent medicolegal risks. Management of human and financial resources. Information management and support services.
<u>ENQUIRIES</u>	:	Mrs IA Jacobs Tel No: (021) 370 2486
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/309</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC)</u> West Coast District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Vredendal Central Clinic, Matzikama Sub-district
<u>REQUIREMENTS</u>	:	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: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be an appropriate/recognisable experience after obtaining the 1-year post-basic Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.
<u>DUTIES</u>	:	Effective management and execution of relevant Curative Programmes at PHC level. Effective management and execution of relevant Child Health services and programmes. Effective Management and execution of all Women's Health services, including reproductive health and antenatal care. Effective management and execution of the HAST programme. Effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.
<u>ENQUIRIES</u>	:	Dr JE Eygelaar Tel No: (027) 213 4070
<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 the post. Shortlisted candidates may be subjected to a practical test and a competency assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/310</u>	:	<u>ASSISTANT MANAGER NURSING (AREA)</u> Chef Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid driver's licence. Willingness to do shift work and standby duties. Willingness to travel and work between Brooklyn Chest

Hospital and DP Marais Hospital. Competencies (knowledge/ skills): Good interpersonal and leadership skills. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to manage own work and that of the units reporting to the post. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies. Computer literacy (MS Word and Excel). Ability to effectively communicate Computer literacy in MS Office.

DUTIES : Management of service delivery in the specialized TB Hospitals (Brooklyn Chest & DP Marais Hospital) Resource Management of the nursing department control and monitor resources and consumables. Ensure a well-managed and capacitated work force by determining staff development needs and co-ordinate staff development in collaboration with Human Resource component. Improved Quality of Care Support the Deputy Manager: Nursing as part of the Top Management team, with strategic and operational management functions.

ENQUIRIES : Ms G. Mashaba Tel No: (021) 508 7406
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.
CLOSING DATE : 06 June 2025

POST 17/311 : **RADIOGRAPHER GRADE 1 TO 3 (NUCLEAR MEDICINE)**

SALARY : Grade 1: R491 256 per annum
 Grade 2: R575 250 per annum
 Grade 3: R676 716 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Nuclear Medicine. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Nuclear Medicine
 Experience: **Grade 1:** None after registration with the HPCSA as Nuclear Medicine Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Nuclear Medicine 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 Nuclear Medicine Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Nuclear Medicine 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 Nuclear Medicine Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Nuclear Medicine Radiographer 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: Must be willing to work shifts as determined by the radiography management. Competencies (knowledge/ skills): Must be able to work with Adults and Paediatric patients. The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. Excellent communication skills (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills.

DUTIES : Perform PET/CT imaging of high standards. Produce Nuclear Medicine imaging and laboratory procedures of high standards. Manage workflow on a Nuclear Medicine information management system Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Knowledge of use and care of Imaging Equipment.

ENQUIRIES : Ms. M. Klein Tel No: (021) 938 4268 /6002
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : "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 Radiographer in Nuclear Medicine with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/312</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT (STRATEGIC PLANNING)</u> Directorate: Strategy, Policy and Planning
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree in the field of information science, information management, information technology, data analytics, econometrics, biostatistics (or equivalent). Experience: Appropriate experience in information and data management. Appropriate experience in the health sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Advanced computer skills in MS365. Sound understanding of planning methodologies and processes. Ability to perform confidently in a complex environment under pressure. Sound understanding of measurement sciences with independent-and critical thinking skills. Excellent data management skills. Advanced computer skills (MS365).
<u>DUTIES</u>	:	Support the production of statutory plans (Departmental Annual Performance Plan and Strategic Plan). Develop and manage planning tools, expanding automation and digitisation. Support medium to long-term strategic planning processes. Provide technical planning support to the service delivery platform (District health planning processes and hospital planning processes). Support planning alignment across the Department. Offer management functions within the unit.
<u>ENQUIRIES</u>	:	Ms L Pienaar Tel No: (021) 483 3539 or lene.pienaar@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>	:	06 June 2025
<u>POST 17/313</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	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 with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. 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 Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good psychosocial-and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district, including hospital and clinics. Make bio-psychosocial health assessments that are culturally sensitive. Prescribe appropriate medication within the scope of the mental health care nurse in the rural district setting. Incorporate and implement the mental health care protocols in the Stellenbosch Sub-district. Design and implement treatment plans and critically evaluate outcomes. Competent with implementing the Mental Health Care Act when applicable and available to train others on how to implement appropriately. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation.

	Participate in the training and clinical supervision support of other health care providers. Collaborate cohesively within the mental health care multidisciplinary team.
<u>ENQUIRIES</u>	: Dr LB Eksteen Tel No: (021) 808-6135.
<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 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 and Surgical Nursing Science: in Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub-district for a period of 3 months from the date of advert.
<u>CLOSING DATE</u>	: 06 June 2025
<u>POST 17/314</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Delft Community Health Centre
<u>REQUIREMENTS</u>	: 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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, GroupWise and Excel).
<u>DUTIES</u>	: Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES</u>	: Mr M Gaji Tel No: (021) 954 2237
<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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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 and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for other vacant Professional Nurse: Speciality 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 practical/written and oral assessment.

<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/315</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory 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 a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with the SANC as 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 in Medical and Surgical Nursing Science: Operating Theatre. 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 stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Participate in research and training and development. Provision of effective support to the Nursing Manager and maintain own professional growth and self-development. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Utilise human, material and physical resources efficiently and effectively. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Operating Theatre.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs J Watson Tel No: (021) 404 5161. 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 the 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 Medical and Surgical Nursing Science: Operating Theatre. 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.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/316</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows 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 Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work weekends, night duty or extended hours if needed. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Responsible for the smooth running of Radiography Services and delivery of a professional service to patients. Produce diagnostic images of high quality. Render other services as needed for service delivery. Participate in community services and student training. Ensure quality assurance and apply radiation protection. Perform clinical and administration duties as required.
<u>ENQUIRIES</u>	:	Mr A Cokoyi Tel No: (021) 360-4305
<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 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 other vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/317</u>	:	<u>PHYSIOTHERAPIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Metro TB Complex (Brooklyn Chest Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Experience: Grade 1: None after registration with the HPCSA as Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Physiotherapist 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 Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Physiotherapist 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) drivers' licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of Physiotherapy, Neuro-rehab, Chest Physiotherapy and TB. Computer literate.

DUTIES : Assessment and treatment of patient referred for Physiotherapy. Management and completion of patient related administration. To assist with the smooth-running of Physiotherapy dept / support role to supervisor. Running MDT Projects, Education and Awareness Programmes: To assist with clinical guidance of Physiotherapy students and supervision of Junior staff, and to play an active role in Physiotherapy and TB awareness &/or education. Ensure continued professional development by keeping abreast with the latest developments in the field.

ENQUIRIES : Mr M Goolam Nabie Tel No: (021) 508 7413
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : 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 : 06 June 2025

POST 17/318 : **SENIOR STATE ACCOUNTANT: FINANCE**
 Directorate Financial Accounting
 Sub-Directorate: Financial Administration (Section: Payments)

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in Financial Accounting environment. Competencies (knowledge/skills): Computer literacy in Microsoft applications (MS Word and Excel). Good interpersonal relations, communication and organizational skills. Knowledge of administration. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Supervise and oversee workflow in the Payments Section. Control the receiving, registering and pre-auditing of BAS/Logis payments. Process and authorise BAS and Logis payments. Effecting payments within 30 days from receipt of an invoice as required in section 38(1)(f) of the Public Finance Management Act (PFMA). Ensure monthly reporting on 30-day payment compliance. Maintaining an invoice tracking tool to ensure payments are processed timeously. Compile, update and manage a creditors reconciliation spreadsheet of all creditors. Administering the payments stub/remittances process. Document Control and safekeeping of processed payments. Keeping and up to date register of all claims payables and ensure timeous payment of claims. Ensure effective and timeous reporting of the IYM, IFS/AFS, Internal Assessment. Manage the claims receivables/payables account. Compiling and maintaining the Accruals Template for Interim/Annual Accrual reporting. Optimal usage of SharePoint. Ensuring a proper archiving system per the National Archives of South Africa Act 43 of 1996.

ENQUIRIES : Mr DA Hendricks Tel No: (021) 483-4398
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 : 06 June 2025

<u>POST 17/319</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE & SUPPLY CHAIN MANAGEMENT</u> Overberg District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain. Appropriate experience in budget and expenditure control, and supply chain management. Experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB/C1) drivers' license. Competencies (knowledge/ skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS, Clinicom & Account Receivable). Excellent communication skills (verbal and written). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes Responsible for Inventory control, warehouse management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Ms CE Langley Tel No: (028) 313-5220
<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. Short listed candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/320</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Overberg District
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Swellendam & Cape Agulhas Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/ skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.
<u>DUTIES</u>	:	Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.
<u>ENQUIRIES</u>	:	Ms G Van der Westhuizen, Tel No: (028) 514-8400

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test which may include a practical/computer literacy test.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/321</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in a supervisory capacity. Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid code B/EB driver's license. Willingness to travel. Competencies (knowledge/ skills): Good interpersonal skills. Good presentation skills. Computer literacy (MS Word, Excel and PowerPoint). Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities, managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts.
<u>DUTIES</u>	:	Management of CET, Internship, Volunteers and Workplace Integrated Learning. Manage Bursary administration. Orientation/re-orientation of new/existing staff. Implementing the Workplace Skills Plan and report on training activities. Supervision of staff. Facilitation of training. Financial Management and appropriate utilization of training budget. Effective management and development of staff.
<u>ENQUIRIES</u>	:	Ms. H Martin Tel No: (021) 944 9204
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/322</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEPHROLOGY</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Obsevratory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology. Registration with a Professional Council: Registration with the HPCSA as Clinical Technologist in Nephrology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Delivering an after-hours kidney replacement therapy service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Capable of maintaining confidentiality. Ability to work under pressure and to manoeuvre heavy dialysis equipment. Ability to work independently and within a team at all levels of authority. Willingness to participate in training of Clinical Technology students.
<u>DUTIES</u>	:	Perform renal replacement therapies in chronic and acute settings. Perform continuous renal replacement therapies, i.e., CVVHD, CVVHDF & SLED.

		Perform daily RO water checks; do monthly water sampling for bacterial count and perform tests for the endotoxin levels. Perform Body Composition Monitoring (BCM) on CKD patients. Perform therapeutic plasma exchange (membrane plasma separation and centrifugal plasmapheresis). Participate in on-going quality control and infection control. Working overtime.
<u>ENQUIRIES</u>	:	Mr D Mveli Tel No: (021) 404 3305/2150 or email: daniel.mveli@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. 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)".
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/323</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PHC)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Swartland Sub-district (Stationed at Darling Clinic)
<u>REQUIREMENTS</u>	:	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 and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub-District inclusive a Mobile Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr RA Christoffels Tel No: (022) 482-2729
<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 the post. Shortlisted candidates will be subjected to a competency 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 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).
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/324</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 3: R335 226 per annum Grade 4: R397 308 per annum

**CENTRE
REQUIREMENTS**

Grade 5: R480 108 per annum
Grade 6: R589 443 per annum
Emergency Medical Services, Winelands, De Doorns
Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a Professional Council: **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. **Grade 4:** Registration with the Health Professions Council of South Africa as an ECT. **Grade 5:** Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 3:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). **Grade 4:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 5:** Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an ANA, ECT, PARAMEDIC or ECP. Competencies (knowledge/ skills): Good communication and interpersonal skills. Excellent knowledge of all levels of Emergency Care protocols. Computer literacy in the MS Office package. Report writing skills. Physically fit and able.

DUTIES

Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required. Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public.

**ENQUIRIES
APPLICATIONS**

Mr J Jansen Tel No: (044) 80 22 500
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 candidates will be expected to undergo a practical assessment.

CLOSING DATE

06 June 2025

POST 17/325

EMERGENCY CALL CENTRE SUPERVISOR
Chief Directorate: Emergency and Clinical Support Services

**SALARY
CENTRE
REQUIREMENTS**

R325 101 per annum
Emergency Medical Services, Beaufort -West Communication Centre
Minimum educational qualification: Appropriate Certificate in Call Centre Management (NQF Level 4). Senior Certificate (or equivalent). Experience: Appropriate experience in the Emergency Call Centre environment. Inherent requirements of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/ skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and PowerPoint, Outlook.

DUTIES

Efficient, effective, and quality management of Centre staff. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative

		Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the Centre Manager.
<u>ENQUIRIES</u>	:	Ms M Arries Tel No: (044) 805-5070
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/326</u>	:	<u>SENIOR EMERGENCY CALL CENTRE AGENT (DISPATCHER)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Emergency Communication Centre, West Coast Communication Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirements of the job: Computer literacy (MS office). Ability to work shifts as per roster. Appropriate knowledge of CareMonx computer aided dispatching system. Competencies (knowledge/ skills): Basic knowledge of the topographical layout of the Western Cape. Good leadership, listening, supervisory, work organization and prioritization skills. Must be able to utilise mapping software for resource allocation. Good communication skills.
<u>DUTIES</u>	:	Manage caller anxiety and stress and provide life-saving telephonic interventions. Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. -Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Training and supervision of Emergency Communications students during their elective.
<u>ENQUIRIES</u>	:	Mr E Pedro Tel No: (022) 433 8853, (West Coast District Manager)
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/327</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Delft CHC (X1 Post) Symphony Way CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate experience inpatient admissions and helpdesk functions. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/ skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.
<u>DUTIES</u>	:	Admissions of clients in different departments, open new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.
<u>ENQUIRIES</u>	:	Mr. N Meyer tel.no. (021) 954 2237 (Delft CHC) Ms. CS Van der Merwe Tel No: (021) 204 9466 (Symphony Way CDC)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

<u>NOTE</u>	:	The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/328</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management environment. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to travel to facilities within Khayelitsha/Eastern Substructure. Data management experience. Competencies (knowledge/ skills): Advanced Computer literacy skills (MS Word, Excel, PowerPoint and Access). Knowledge in departmental systems, i.e. Health Information Systems, Ditcom processes and health data management. Training skills. Health research coordination. Good numerical, organisational and analytical thinking skills.
<u>DUTIES</u>	:	Provide general support to all Information Management and HAST Clerks at facility level. Perform office administrative role as a member of the Information Management team. (I.e. minute taking, filling, copies and logistical arrangements). Participate in health information co-ordinating activities. Assist with the co-ordination of Ditcom applications and ITS requests. Assist with data quality monitoring, verification, data/trend analysis and submission. Assist with preparing presentations and compiling reports. Participate in health research coordinating activities. Assist with sub-structure research committee initiatives. Administrative support to supervisors, Managers and Health Facilities within the Substructure.
<u>ENQUIRIES</u>	:	Ms J Jansen Tel No: (021) 360-4702 email: Janis.Jansen@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/329</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with specific focus in Asset Management. Inherent requirement of the job: Ability to work in a physically demanding environment. Willingness to work overtime when required. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations and Financial Instructions and legislations pertaining to Asset Management. Experience of SCM Systems, i.e. LOGIS (Logistical Information System), EPS (Electronic Procurement System), CSD (Central Supplier Database), and the WCSEB (Western Cape Supplier Evidence Bank) and Asset Management Functions. The ability to work independently and as part of a team. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Perform physical stocktaking and determine surpluses and shortages. Ensuring the loss control process is implemented where cases are identified. Assist with the preparation of inputs for the AFS as well as the IFS. Assist with the monthly BAS/Logis Reconciliation/Note 39 & 40 and other asset related reporting. Perform the general LOGIS system functions pertaining to asset management. Performing functions related to Demand and Acquisition of Assets and Services, through the applicable Asset & SCM prescripts. Exercise

		control over the storage of condemned, redundant and/or obsolete equipment/assets awaiting condemning. Assist with the ALM & SALM appointments and appointment letters.
<u>ENQUIRIES</u>	:	Mr R Willemse Tel No: (021) 402 6459
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert.
<u>CLOSING DATE</u>	:	06 June 2025
<u>POST 17/330</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Food Certificate. Experience: Appropriate Supervisory experience in Food Services Management in an industrial Food Service Unit. Inherent requirement of the job: Shifts (including weekends and public holidays) according to operational requirements. Competencies (knowledge /skills): Computer literacy (MS word & excel). The ability to maintain discipline. Good communication and interpersonal skills. Knowledge of pest and infection control. Knowledge of the Occupational Health and Safety Act. Knowledge of Hazard analysis critical control point (HACCP) Good administrative abilities in the food service system.
<u>DUTIES</u>	:	Responsible for food services management systems (LOGIS) and relieve the manager when on leave. Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and stock/supplies Control of food expenditure by implementation of prescribed guidelines Control and maintain adequate levels of hygiene, safety and security in the kitchen.
<u>ENQUIRIES</u>	:	Ms M Coetzee Tel No: (021) 658-5407
<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>	:	06 June 2025

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	:	17 June 2025
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 17/331</u>	:	<u>ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROUTINE MAINTENANCE REF NO: DOI 64/2025</u>
<u>SALARY</u>	:	Grade A: R453 576 - R487 500 per annum, (OSD as prescribed) Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grade C: R586 665 - R690 237 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Bachelor of Technology (B Tech) in Civil Engineering or relevant qualification; A minimum of 3-years post qualification Engineering Technologist experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Road safety aspects regarding land use,

	expropriation, road access applications; Relevant legislation and specifications (Act on advertising and closure of roads - Act 21 of 1940, Road Ordinance 19 of 1976, Ordinance of Land Use Planning 15 of 1985, Disciplinary code and SABS codes; Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Skills in the following: Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership; Self-management; Customer focus and responsiveness; Written and verbal communication; Proven computer literacy; Planning and organising; People management.
<u>DUTIES</u>	: Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network within the Oudtshoorn DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Oudtshoorn DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development; Procurement of maintenance material; Monitor flood damage repair and maintenance activities on the roads; Quality assurance of technical designs with specification and authorize/make recommendations for approval by the relevant authority.
<u>ENQUIRIES</u>	: Mr E van Wyk Tel No: (044) 272 6071
<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/332</u>	: <u>CIVIL ENGINEERING TECHNOLOGIST: (PRODUCTION LEVEL):</u> <u>PROCLAMATION AND ROAD USE REF NO: DOI 43/2025 R1</u>
<u>SALARY</u>	: Grade A: R453 576 - R487 500 per annum, (OSD as prescribed) Grade B: R513 303 - R551 493 per annum, (OSD as prescribed) Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)
<u>CENTRE</u>	: Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	: Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Recommendation: Public Sector experience focusing on Roads; Applicable experience in transport infrastructure, roads planning and/or design; Experience with services within the road reserve; Experience in the evaluation of traffic impacts on transport infrastructure due to land use changes; Further studies or formal courses; Experience and a sound understanding of technical matters across various engineering design stages for multidiscipline projects. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
<u>DUTIES</u>	: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and To liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	: Mr D Fortuin Tel No: 082 670 4560

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/333</u>	:	<u>OFFICE MANAGER: PROVINCIAL PUBLIC WORKS REF NO: DOI 71/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Infrastructure, 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 rendering executive support functions to top management. Competencies: Knowledge and understanding of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills in the following: Research; Analytical thinking; Financial Management; Project Management; Managerial; Computer Literacy; Communication; Problem solving; Presentation; Conflict resolution; Language skills and the ability to communicate well with people at different levels and from different backgrounds; Sound organisational skills; Good people skills; Basic written communication skills; Aptitude to work with computers.
<u>DUTIES</u>	:	Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the Senior Manager/Deputy Director-General (DDG); Provide support to the Senior Manager/Deputy Director-General (DDG) with regard to meetings; Manage resources of the office of the Senior Manager/Deputy Director-General (DDG); Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Senior Manager/Deputy Director-General (DDG).
<u>ENQUIRIES</u>	:	Ms R Kok Tel No: (021) 483 3056
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/334</u>	:	<u>STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOI 76/2024 R2</u>
<u>SALARY</u>	:	R397 116 - 467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience in Accounting/ Auditing/Finance or Supply Chain Management. 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: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.
<u>DUTIES</u>	:	Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

<u>ENQUIRIES</u>	:	Mr C Matthyse Tel No: (021) 483 4949
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/335</u>	:	<u>ADMINISTRATIVE OFFICER: HS CONTRACT ADMINISTRATION REF NO: DOI 68/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or similar field; A minimum of 1-year relevant experience in a human settlement working environment or similar. Recommendation: Relevant 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. Competencies: Knowledge of the National Housing Code and Housing Subsidy Programs; Computer literacy in Ms office package (Word, Excel, PowerPoint); Written and Verbal communication skills; People Management skills.
<u>DUTIES</u>	:	Supervise the capturing, processing and record keeping of EEDBS applications; Assist with the WCHDDB administration and support function; Assist with the HR related matters and administrative support to Assistant Director / Deputy Director / Manager of the sub-directorate; Maintain database and provide information related to Extended Enhanced Discount Benefit Scheme (EEDBS).
<u>ENQUIRIES</u>	:	Ms C Rose Tel No: (021) 483 2158
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/336</u>	:	<u>ADMINISTRATIVE OFFICER: PHYSICAL RECORD MANAGEMENT REF NO: DOI 69/2024</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Recommendation: Working knowledge of relevant systems; Supply chain management experience. Competencies: Knowledge of processing payments; Skills needed: Written and verbal communication; Good client relations; Concern for others; Reliable; Self-Management; Ability to work in a team.
<u>DUTIES</u>	:	Provide administrative support to the Sub Directorate RM; Provide financial management Support to Sub Directorate RM; Provide assistance with supply chain management duties; Maintain the management of human resources; Maintain relevant registers.
<u>ENQUIRIES</u>	:	Mr A Kruger Tel No: (021) 483 7088
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/337</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 67/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	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: Working knowledge of Fleet administration, procurement and supply chain management. Competencies: A good understanding of the following: Asset Control, store and stock-taking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.

<u>DUTIES</u>	:	Procurement and general administration; Data capturing; Administer Licensing and repair authorities; Administer traffic fines; Administer Machine transfers and plant management; Loss and control liaison; Logistical arrangements and administration of auctions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Kleinhans Tel No: (021) 959 7700
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/338</u>	:	<u>REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO: DOI 73/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry Clerk Course; Relevant experience working in a registry or similar environment. Competencies: Good verbal and written communication skills; Concern for others; Reliable; Self-Management; Ability to work in a team; Good client relation skills.
<u>DUTIES</u>	:	Opening of physical and electronic files and maintenance of file covers; Correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Preparing mail to be posted by folding and franking; Assist the supervisor with the allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the administration of systems by adding folders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Kruger Tel No: (021) 483 7088
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/339</u>	:	<u>DRIVER WITH SECONDARY FUNCTIONS: PHYSICAL RECORDS MANAGEMENT REF NO: DOI 72/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 - R227 766 per annum (Level 04)
	:	Department of Infrastructure, Western Cape Government
	:	Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1-year relevant experience; A valid code B (or higher) driving licence with a valid Professional Driving Permit (PrDP). Recommendation: Good client relations experience. Competencies: Good verbal and written communication skills; Self-Management; Concern for others; Trustworthy; Ability to work in a team.
<u>DUTIES</u>	:	Collection of mail bags from the Post Office and documents from all the office of the department, using a vehicle or physically; Sorting and distribution of internal mail to all the offices of the Department; Franking of mail to be posted; Request vehicle and ensure that it is in a good condition; Assist with the execution of functions associated with Records management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Kruger Tel No: (021) 483 7088
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/340</u>	:	<u>MESSENGER: PHYSICAL RECORD MANAGEMENT, REF NO. DOI 70/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (Junior Certificate or equivalent qualification). Competencies: Good verbal and written communication skills; Good people skills; Must be computer literate; Sound organisational skills; Self-Management; Concern for others; Trustworthy; Ability to work in a team.
<u>DUTIES</u>	:	Perform messenger functions: Sort and arrange correspondences in the registry; Collect, distribute and circulate correspondences (mail, parcels, documents and files); Record and control correspondence register; Sort mail, files, documents and parcels; Ensure that items to collect are sealed and addressed; Collect mail, files, documents and parcels from addressor; Deliver mail, files, documents and parcels to addressees; Ensure that the recipients sign on the delivery book/register; Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks: Make copies, fax and shred documents.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Kruger Tel No: 021 483 7088
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 17/341</u>	:	<u>STORES ASSISTANT: SCM AND FLEET ADMINISTRATION REF NO: DOI 74/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 – R163 131 per annum (Level 02)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 10 (Junior Certificate or equivalent qualification). Competencies: Knowledge: Receiving, recording and issuing of stock (supplies and assets); Verbal and written communication skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Reliable and honest; Problem solving; Able to work independently and as part of a Team.
<u>DUTIES</u>	:	Perform administration and stock keeping duties: Assist with stock keeping of all supplies and stock; Assist with record keeping of registers, procurement, and staff records; Undertake filing and make relevant photocopies. Perform Store-person duties: Receive and issue store goods; Keep records of supplies, equipment and protective clothing received; Organise the supplementing of supplies in time; Perform stock inspections and keep stock tidy; Update Bin cards; Safe keeping of the following commodities but not limited to: Petrol/ Oil/ Gas; Tyres/Tubes/ Tools; Paint, Thinners, Bolts and Nuts; PPE Clothing; Consumables (Black bags, brooms, brushes, hand cleaner, vesting and copy paper); Cleaning Materials; Fencing Materials, poles, cement, Tar, Guardrails; Stationery. Issue fuel, lubricants and chemicals: Keep record of fuel and lubricants issued per vehicle; Issue and receipt and ensure safe keeping and storage of fuels. Perform general duties: Assist with servicing of plant allocated to Supply Chain Management; Assist with completing Logs for allocated plants to Supply Chain Management; Complete the uploading and offloading of stock; Clean and organise work facility inside and outside yard (store); Assist assets management with random and annual stock taking; Move and lift heavy tools.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Lucinda Arendse Tel No: (021) 959 7700
	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	:	17 June 2024
<u>NOTE</u>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

<u>POST 17/342</u>	:	<u>ASSISTANT DIRECTOR: HOD SUPPORT REF NO: LG 20/2025</u>
<u>SALARY</u>	:	R468 459 - R 561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience in rendering a support service to a Senior Manager/Head of Department/Ministry. Recommendation: Willingness to work irregular hours when required. Competencies: In depth knowledge and understanding of the relevant legislation/policies/prescripts and procedures; Excellent interpersonal relations; Good verbal and written communication skills; Customer service orientation; Organising and planning; Confidentiality and discretion; Computer literacy in MS Office packages (Word, Excel, PowerPoint); High level of communication; Ability to work independently and as part of a team; Ability to work under pressure; Ability to work effectively in a dynamic office; Stress tolerance; Able to liaise with diverse people and attention to detail.
<u>DUTIES</u>	:	Render administrative support services to the Head: Office of the HOD; Provide support to the Head of Department regarding meetings; Communication and liaison; Management and supervision.
<u>ENQUIRIES</u>	:	Ms D Benjamin Tel No: (021) 483 3938
<u>POST 17/343</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: LG 23/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1-year appropriate experience in a management accounting working environment. 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 and understanding of the following: Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Policy development, and operational management, monitoring and review processes; Planning, budgeting and reporting tools and techniques; Have a strong financial background specifically in public sector finance; Intermediary computer competency; Monitoring and evaluation methods, tools and techniques. (essential) Transversal public sector accounting systems. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal relations; Flexibility; Ability to work independently and as part of a team; Have ability to function under pressure; Accuracy; Ability to interpret, apply and comment on policies and legislation; Planning and organising; Numeracy skills; Be able to solve financial problems; Problem Solving.
<u>DUTIES</u>	:	Provide assistance with the compilation of the budget; Provide assistance with the monitoring of revenue and expenditure; Reporting: Coordinate, review,

		analyse and quality assure the management accounting reporting processes; Regulatory, policy, governance frameworks and operational advice.
<u>ENQUIRIES</u>	:	Ms A Jacobs Tel No: (021) 483 0607
<u>POST 17/344</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: LG 22/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher qualification); A minimum of 3 years' experience in Management Accounting. Recommendation: Supervisory experience within a management accounting 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. Competencies: Knowledge and understanding of the following: Have a strong financial background specifically in public sector finance; Planning, budgeting and reporting tools and techniques; Intermediary computer competency; Monitoring and evaluation methods, tools and techniques; Transversal public sector accounting systems; Policy development, and operational management, monitoring and review processes; Public finance, human resources and management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal relations; Flexibility; Ability to work independently and as part of a team; Have ability to function under pressure; Accuracy; Ability to interpret, apply and comment on policies and legislation; Planning and organising; Numeracy skills; Be able to solve financial problems; Problem Solving; People management and empowerment.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure the budget preparation process; Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Coordinate, review, analyse and quality assure the management accounting reporting processes for financial year; Regulatory, policy, governance frameworks and operational advice; Supervisory functions.
<u>ENQUIRIES</u>	:	Ms A Jacobs Tel No: (021) 483 0607
<u>POST 17/345</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT REF NO: LG 21/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	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: Appropriate administrative and record keeping experience; Proven computer literacy; Ability to work irregular hours when required. Competencies: Knowledge and understanding of the following: Transport management policies and procedures; Understanding the PFMA. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Planning and Organising skills; Presentation skills; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Ensure proper maintenance of GG vehicles; Ensure proper inspection of GG and parking area; Responsible for issuing and receiving of GGs (including hiring); Investigate misuse cases and compile reports; General GG administration (license, odometer recording, payments of invoices, checking of logbooks, allocation of traffic violations); Administer GG accident and Losses; Conduct information sessions with staff.
<u>ENQUIRIES</u>	:	Ms M Coerecuis Tel No: (021) 483 5122
DEPARTMENT OF THE PREMIER		
<u>CLOSING DATE</u>	:	17 June 2025
<u>NOTE</u>	:	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/> (SMS pre-entry certificate submitted prior to appointment). 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 17/346</u>	:	<u>DIRECTOR: PEOPLE EMPOWERMENT REF NO: DOTP 41/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A qualification at NQF 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level. Recommendation: A Post graduate degree and academic background and/or experience would be to your advantage. Competencies: 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 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 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 policies of the government of the day.
<u>DUTIES</u>	:	Line Management: Manage the development and implementation of future-fit skills strategies and skills development programmes: Conduct skills need analysis. Facilitate the development of workplace skills plans. Liaise with the relevant Sector Education and Training Authority (SETA) and other statutory agencies. Facilitate the establishment and functioning of departmental training committees. Assess the impact of development interventions. Foster people development partnerships. Coordinate and administrate internships, bursaries, learnerships and work experience programmes for youth. Facilitate and coordinate learnerships. Coordinate placement of students for internships. Facilitate the process of awarding bursaries. Facilitate provincial mentorship programme. Perform contract management with regard to bursaries and internships. Strategic 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 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. 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. Human Resource 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 : Ms. LS Esterhuysen Tel No: (021) 483 - 5856
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

OTHER POSTS

POST 17/347 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DOTP 61/2024 R1**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 5 years middle management level experience within risk management or similar 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 design and implementation of risk assessment methodologies. Competencies: Extensive knowledge of Enterprise Risk Management (ERM) frameworks and working principles; Skills needed: Communication at an executive management level (verbal and writing); Analytical and problem solving and Strategic planning.

DUTIES : Policy and Strategy Development: design and review risk management policies, strategies and implementation plans. Monitor and evaluate progress against those plans; Deliver Risk Management Services: Direct, lead and influence risk identification, assessment, prioritisation, and integrate risk management practises into decision-making processes; Risk Monitoring and Reporting: Collaborate with relevant departments to ensure timely and accurate risk information is obtained. Accurately capture and maintain risk-related data in the system and generate regular reports on risk exposure, trends and mitigation efforts of Departments being serviced; Risk Governance and Compliance: Ensure that the Departments comply with all relevant regulations, industry standards and best practises. Lead risk management governance initiatives including liaising and presenting within reporting structures and committee oversight bodies such as Enterprise Risk Management Committees and Audit Committees; Team Leadership and development: Lead and manage risk practitioners, providing mentorship and professional development opportunities. Foster a high-performance team culture that prioritises collaboration and innovation in risk management.

ENQUIRIES : Ms A Haq Tel No: (021) 483 8318
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 17/348 : **CHIEF ORGANISATION DEVELOPMENT PRACTITIONER (ASSISTANT DIRECTOR): ORGANISATIONAL BEHAVIOUR REF NO: DOTP 43/2025**

SALARY : R468 459 - R561 894 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) in Social Sciences, Humanities, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years relevant 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: Project Management, Facilitation Skills, Culture intervention skills, Change Management. Competencies: Knowledge of the following: Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Latest advances in public management theory and practice; Provincial government functions and services; Statutory framework governing the broad management of the Public Service; Mentoring and coaching practices; Financial management prescripts; Culture and leadership theory and models; Change management methodologies; Key elements/determinants of organisational performance as they relate to the field of culture and leadership; Project management. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Visio etc); Analytical; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Persuading and Influencing; Creative problem-solving; Intervention design; Leadership; Leading and supervising; Delivering results and meeting customer expectations; Planning and organising; Relating and networking; Presenting and communicating information; Listening; Team building and strong inter-personal; Written and verbal communication; Conceptual, interpretive and formulation; Motivation; Networking; Project management; Research; Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Determine, oversee and facilitate individual, team and group interventions for effective organisation culture change, including Change Navigation and Values-Alignment interventions; Diagnose organisational issues and facilitate appropriate behavioural change interventions; Oversee and execute the provision of leadership development and improvement initiatives; Provide project management and administration support; Manage People (management performance, benefits, labour relations, recruitment, selection and placement).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Pillay Tel No: (021) 466 9742
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/349</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 45/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09)
	:	Department of the Premier, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) In Labour Relations, Human Resource Management or Law; A minimum of 3 years' experience as a labour relations officer or similar field. 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: Public Service Act; Public Service Regulations; Labour Relations Act; Human Resource Management processes. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Planning and execution; Communication skills (written and verbal); Ability to work independently and as part of a team; Ability to manage the training process as well as facilitating.
<u>DUTIES</u>	:	Manage and facilitate capacity building among employees in respect of employee relations matters; Do research on employment law and develop guidelines for WCG; Draft appeals submissions/recommendations; Draft reinstatement applications; Manage the appeal/training database and compile statistics monthly, quarterly and annually when required; Render labour law advisory service to employees on training enquiries, misconduct and grievance procedures; Provide inputs on policy review or development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Kearns Tel No: (021) 483 2650
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

WESTERN CAPE MOBILITY DEPARTMENT

CLOSING DATE : 17 June 2025
NOTE : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/350 : **CONTROL PROVINCIAL INSPECTOR (METRO) REF NO: WCMD 66/2025**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 7 years working experience in the field of Traffic Law Enforcement of which 3 years must on management level; Registered as a Traffic Officer or Peace Officer; A valid driving license (Code B or higher); No criminal record. Competences: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; National Road Traffic Regulations, 2000; Guidelines from the Director of Public Prosecutions; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Procurement and tendering processes. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Conflict Management; Project Management; Planning; Organising; Leadership; Monitoring and Evaluation; People Management; Written and verbal communication; Problem-solving; Reports Writing; Investigations; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

DUTIES : Provide effective and efficient leadership; Evaluate the activities of the Metro Region operational plans to ensure strategic alignment with the strategic plan, budget statements and national and provincial strategies; Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery; Plan and manage the work of and account for the overall performance of the region; People Management; Financial Management.

ENQUIRIES : Mr W van der Merwe Tel No: (021) 911 0383
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 17/351 : **ASSISTANT DIRECTOR: OPERATING LICENSE PROCESSING REF NO: WCMD 63/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years supervisory experience in an operating license administration working 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. Competences: Knowledge of the following: National Land Transport Act 5 of 2009 and Regulations; Manage the processing of applications for operating licenses; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and

		information pertaining to the line function; Project management; Operational management practices; Public service procedures, processes and systems; Public finance, human resources and discourse management processes. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Accounting, Finance and Audit; Customer Care; Reporting; Problem-solving; Planning; Organising; Creative Thinking; Decision making; Problem Analysis; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Process applications for operating licenses; Prepare cases and present at adjudication meetings; Prepare cases for the cancellation of operating licenses; Notify operators of renewals; Liaise with planning authorities regarding supply and demand of public transport services; Liaise with other stakeholders (e.g. Department of Education regarding learner transport, etc.); Managerial functions.
<u>ENQUIRIES</u>	:	Mr PW Davids Tel No: (021) 483 0312/1212
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/352</u>	:	<u>INSPECTOR: TRAFFIC LAW ADMINISTRATION REF NO: WCMD 64/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in an auditing or investigation working 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: Examiner of Vehicles, Examiner for Driving Licences, Proof of Audit function and/ or Investigation processes. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Provincial Road Traffic Regulations; eNaTIS policies, processes and procedures; Information Management; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Conduct Audits/Investigations; Conduct follow-up audit inspections on reports issued by the National Inspectorates; Audit planning; Liaison with departmental stakeholders in respect of audits/investigations responses.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/353</u>	:	<u>INSPECTOR: TRAFFIC LAW ADMINISTRATION (GEORGE) REF NO: WCMD 65/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in an auditing or investigation working 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: Examiner of Vehicles, Examiner for Driving Licences, Proof of Audit function and/ or Investigation processes. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Provincial Road Traffic Regulations; eNaTIS policies, processes and procedures; Information Management; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions. Skills needed: Numeracy; Literacy; Computer Literacy; Written

		and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<u>DUTIES</u>	:	Conduct Audits/Investigations; Conduct follow-up audit inspections on reports issued by the National Inspectorates; Audit planning; Liaison with departmental stakeholders in respect of audits/investigations responses.
<u>ENQUIRIES</u>	:	Mr CC Majiedt Tel No: (021) 483 2073
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/354</u>	:	<u>CHIEF ADMINISTRATION CLERK: FLEET PLANNING AND ACQUISITION AND FLEET ADMINISTRATION REF NO. WCMD 69/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years fleet experience in Fleet 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: C1 licence and Professional Driving Permit (PrDP). Competencies: Knowledge of the working procedures in terms of the working environment; Skills needed: Client liaison; Conflict resolution; Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits, punctual (i.e. working hours and tasks allocated); Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organisational skills in order to work with stringent deadlines; Ability to interpret legislation, policies and contracts, Written and verbal skills to draft submissions and tender specifications.
<u>DUTIES</u>	:	Vehicle Replacement: Fleet Planning and Procurement; Procurement of replacement vehicles for Members of the Western Cape Cabinet; Procurement of additional vehicles as requested by client departments; Procurement of additional vehicles for judges; Maintain the GMT vehicle specifications profile in FleetBase and GoFin systems; Order vehicles on the GMT GoFin system from vehicle related suppliers; Receipt the vehicle invoice on iProc, and process the payment of delivered vehicles; Initiate, schedule and monitor the preparation of new vehicles at GMT Maitland; Administer GMT vehicle related limited bids and contracts; Maintain the GMT daily and kilometre vehicle tariff structure in the FleetBase system; Allocation of vehicles to client departments; Maintain the GMT Fleet Allocation Register; Receive a request from the client department to change the vehicle registration number from a GG to a CA number; Maintain the GMT fleet branding policy as prescribed; Administer applications received from client departments for vehicle take-ins; Administer applications for alienation of GMT fleet vehicles; Enter into GMTservice agreements with client departments; Perform secretariat duties for the subsidised motor vehicle scheme meetings; Perform general administrative; Fleet administration; Fuel management: Fuel and toll cards; Fuel claims and duplications; Monitor card usage; Fuel management; Helpdesk over-rides and faulty cards; Invoices and contract management; Vehicle auction management; Support functions on auction day; Auction administrative functions after auction took place; General administrative duties.
<u>ENQUIRIES</u>	:	Mr R Fourie Tel No: (021) 467 4747
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/355</u>	:	<u>ADMINISTRATION CLERK: PROVINCIAL REGULATORY ENTITY (GEORGE) REF NO: WCMD 62/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a provincial regulatory entity working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public

		Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising; Customer Care; Reporting; Problem-solving; Creative Thinking; Decision Making.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the division.
<u>ENQUIRIES</u>	:	Ms L Batt Tel No: (044) 813 2902
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/356</u>	:	<u>ADMINISTRATION CLERK: GOVERNMENT MOTOR TRANSPORT REF NO: WCMD 70/2025 (X10 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	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. Competencies: A good understanding of the procedures in terms of an office environment. Skills needed: Proven computer literacy (MS Office); Accurate data capturing capabilities; Ability to maintain accurate record keeping, attention to detail and reporting to the supervisor; Client liaison skills, Conflict resolution skills, Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits, punctual (i.e. working hours and tasks allocated); Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organisational skills in order to work with stringent deadlines; Ability to interpret legislation, policies and contract.
<u>DUTIES</u>	:	Administer the planning, acquiring, conversion, fitment and preparation of the vehicle fleet; Administer the registration and licencing of vehicles, deregistration of vehicles and changing of ownership of disposed vehicles; Administer in-vehicle technology, tracking and control systems in vehicles; Administer eTag units and fuel/Nev (new energy vehicle)-cards of GMT vehicle fleet as well as fuel management; Administer vehicle auctions; Administer vehicle repair, maintenance and fitment processes of the vehicle fleet; Administer contract management activities with related GMT service providers; Render an administrative and rental related support service to National and Provincial Departments in the Western Cape with regards to the provisioning of Government Motor Transport.
<u>ENQUIRIES</u>	:	Mr R Fourie Tel No: (021) 467 4747
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 17/357</u>	:	<u>DRIVER: FLEET SERVICES REF NO: WCMD 67/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Western Cape Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic education; A minimum of 7 months relevant experience; A valid code C driver's license and a PrDP (Code EC preferred). Competencies: A good understanding working procedures in terms of the working environment; Good driving skills and experience as a driver by occupation; Excellent Client liaison skills, Conflict resolution skills, Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits, punctual (i.e. working hours and tasks allocated), literate and able to complete forms and reports, Service and results orientated, Able to work under pressure, Self-motivated to work independently, and to function in a team, Planning and organisational skills in order to work with stringent deadlines.
<u>DUTIES</u>	:	Movement of R&M vehicles on GMT Maitland Premises; Delivering R&M vehicles to merchants (and collections); Delivering vehicles to GMT's auction premises in Paarden Eiland; Assist Fleet Planning and Acquisition with Ad-hoc driver duties.
<u>ENQUIRIES</u>	:	Mr. R Fourie Tel No: 021 467 4747
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be

clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 17/358

: **TECHNICAL AID (2 POSTS AVAILABLE), REF NO: WCMD 68/2025**

SALARY
CENTRE
REQUIREMENTS

: R138 486 – R163 131 per annum (Level 02)
 : Western Cape Mobility Department, Western Cape Government
 : Grade 10 (Junior certificate or equivalent qualification); A valid code C driving license. Competencies: A good understanding working procedures in terms of the working environment; Basic vehicle knowledge (i.e. jumpstarting vehicles, charge batteries, change a flat wheel); Excellent Client liaison skills, Conflict resolution skills, Responsible driver (i.e. clean record wrt traffic offences and accidents), Sober habits; Punctual (i.e. working hours and tasks allocated), literate and able to complete forms and reports; Service and results orientated; Able to work under pressure; Self-motivated to work independently and to function in a team; Planning and organizational skills in order to work with stringent deadlines.

DUTIES

: Assist with the preparation of newly delivered vehicles; Rebranding of vehicles (at GMT premises); Assist with charging vehicle batteries, and jumpstart vehicles on site at GMT; Assist with monthly vehicle auction support duties; Assist with moving and transporting office, vehicle and workshop equipment; On an ad hoc basis assist with transporting vehicles between the GMT premises in Maitland, Paarden Eiland and Cape Town.

ENQUIRIES
APPLICATIONS

: Mr. R Fourie Tel No: 021 467 4747
 : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
 or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
 Or Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE

Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

PROVINCIAL TREASURY

APPLICATIONS

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

CLOSING DATE
NOTE

: 17 June 2025
 : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you

experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 17/359 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1 AND 2 REF NO: PT 11/2025 (X3 POSTS)**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting; A minimum of 3 years' experience in an Accounting or Financial Management environment. Recommendation: Experience in the following: Budget analysis and co-ordination; Finance department in Public Sector; Financial background specifically in Local Government; Must be willing to travel locally on a regular basis; 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: Budget process and procedures; Implementation of mSCOA in municipalities; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial). Skills needed: Written and verbal communication; Report writing, Strategic planning; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

ENQUIRIES : Ms Z Hans Tel No: (021) 483 3845

POST 17/360 : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 13/2025**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Analyse reporting requirements and document report specifications with stakeholders; Analyse, develop, test, and implement reports to support operational processes, including trend analysis and analysis of data that advances business process improvements. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and

		regulations; Performance management in general. Skills needed: Data analytical skills; Skills development facilitation; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.
<u>DUTIES</u>	:	Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all financial system processes; Operational and financial management.
<u>ENQUIRIES</u>	:	Mr Xolani Spelete Tel No: (021) 483 5650
<u>POST 17/361</u>	:	<u>PERSONAL ASSISTANT: LOCAL GOVERNMENT PUBLIC FINANCE, REF NO: PT 10/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Provincial Treasury, Western Cape Government
	:	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 relevant experience in office administration and rendering support to Senior Manager; 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: Willingness to work irregular hours and travel if and when needed. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Relevant software packages; Basic financial administration. Skills needed: Interpersonal relations; Written and verbal communication; Customer Service Orientation; Team player / membership; Ability to work effectively in a dynamic office; Ability to work in a highly pressured environment; Ability to liaise with diverse people; Attention to detail.
<u>DUTIES</u>	:	Rendering administrative support services; Provides secretarial/receptionist service to the manager; Provide support to manager regarding meetings; Supports the manager with the administration of the budget; Analyse the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof.
<u>ENQUIRIES</u>	:	Ms V Coetzee Tel No: (021) 483 5715
<u>POST 17/362</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT CAPACITY DEVELOPMENT (PROCUREMENT SPECIALIST) REF NO: PT 26/2024 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 - R561 894 per annum (Level 09)
	:	Provincial Treasury, Western Cape Government
	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Finance, Economics or Supply Chain Management; A minimum of 3 years functional experience in Supply Chain Management or Financial 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: Experience in the following: South African marketplace; Providing advice, guidance and support on implementation of Supply Chain Management policy, norms and standards. Competencies: Knowledge of the Public sector Supply Chain Management legislation, policies and procedures; Skills needed: Analysing; Presenting and Communicating Information: Planning and Organising; Adapting and Responding to Change; Reporting; Written and verbal communication skills.
<u>DUTIES</u>	:	Develop and implement strategies for Supply Chain Management capacity development; Provide Supply Chain Management client support to provincial departments, public entities and external stakeholders; Manage assistance to suppliers and capacity building; Manage information and report on analysis of client performance.
<u>ENQUIRIES</u>	:	Ms L Cupido Tel No: (021) 483 5486 / Lee-Anne.cupido@westerncape.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 17 June 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 17/363** : **COMMUNITY DEVELOPMENT POLICY DEVELOPER: SOCIAL RELIEF REF NO: DSD 34/2025**

- SALARY** : Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed).
Grade 2: R453 201– R514 470 per annum, (OSD as prescribed).
Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Social Development Western Cape Government
An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); **Grade 1:** A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; **Grade 2:** A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; **Grade 3:** A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Management of, as well as types of programmes relevant to NPOs. Skills in the following: Mentoring and training; Facilitation skills; Project Management skills; Planning and organizing; Networking skills; Communication (written and verbal); Professional counselling skills; Financial management; Presentation skills; Monitoring and evaluation skills; Inter-sectoral collaboration and partnership skills; Intergovernmental relations skills; Ability to compile complex reports; Contract Management.

- DUTIES** : Develop, implement and maintain community development policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage social relief projects. Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to social relief programmes; Perform the administrative functions required in the unit; Stakeholder engagements.

- ENQUIRIES** : Mr L Arnolds Tel No: (021) 483-6657

- POST 17/364** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 36/2025**

- SALARY** : Grade 1: R453 201 – R514 470 per annum, (OSD as prescribed).
Grade 2: R535 035 – R725 754 per annum, (OSD as prescribed)

<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO); Management of, as well as types of programmes relevant to NPOs. Skills in the following: Mentoring and training; Facilitation skills; Project Management skills; Planning and organizing; Networking skills; Communication (written and verbal); Professional counselling skills; Financial management; Presentation skills; Monitoring and evaluation skills; Inter-sectoral collaboration and partnership skills; Intergovernmental relations skills; Ability to compile complex reports; Contract Management.
<u>DUTIES</u>	:	Conduct Financial and Governance assessments for existing and new NPOs; Financial and Governance Oversight; Administration and Analysis of Non-Financial Data (NFD); Compliance Monitoring and Regulatory Adherence; Conduct Stakeholder Engagement and Rapid Response.
<u>ENQUIRIES</u>	:	Mr T Kwakwini Tel No: (021) 483 4115
<u>POST 17/365</u>	:	<u>SOCIAL WORKER: SERVICES TO FAMILIES REF NO: DSD 35/2025</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed) Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed) Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed) Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.
<u>DUTIES</u>	:	Ensure compliance with registration requirements of NPOs (regulatory frameworks); Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) / Performance Information process; Monitoring the implementation

		of the Service Delivery Improvement plans; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme.
<u>ENQUIRIES</u>	:	Ms J Payne Tel No: (021) 483 5798
<u>POST 17/366</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN METRO EAST) REF NO: DSD 07/2025 R1</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Mr Q Arendse Tel No: (021) 763 6206
<u>POST 17/367</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATLANTIS), REF NO: DSD 08/2025 R1</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD) Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms I Koen Tel No: (021) 840 3500
<u>POST 17/368</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN METRO SOUTH) REF NO: DSD 09/2025 R1</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD) Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
	:	Department of Social Development Western Cape Government
	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Mr K Brink Tel No: (021) 834 7000
<u>POST 17/369</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN CAPE WINELANDS/OVERBERG) REF NO: DSD 11/2025 R1</u>
<u>SALARY</u>	:	Grade 1: R192 972 – R218 409 per annum, (as prescribed by OSD)
	:	Grade 2: R227 292 – R259 368 per annum, (as prescribed by OSD)
	:	Grade 3: R270 009 - R339 439 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
	:	Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Skills needed: Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning; Presentation and facilitation; Report writing; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms E De Villiers at (072) 332 1117
<u>POST 17/370</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (BREEDERIVER) REF NO: DSD 37/2025</u>
<u>SALARY</u>	:	Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
	:	Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
	:	Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
	:	Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development Western Cape Government
	:	A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social

Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

- DUTIES** :
- Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Continuous Professional Development: Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** :
- Ms Z Van Brakel Tel No: (023) 348 5300

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.
- CLOSING DATE** :
- 10 June 2025
- NOTE** :
- 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. 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.

OTHER POSTS

<u>POST 17/371</u>	:	<u>DEPUTY DIRECTOR: BUSINESS PLANNING & STRATEGY REF NO: 75</u> Directorate: Business Strategy & Stakeholder Management
<u>SALARY</u>	:	R896 436 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.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 3 years relevant experience in Business Administration, Public Management, or related field; A minimum of 3 years relevant management experience. Knowledge of public sector planning frameworks and performance management systems. Recommendation: An appropriate post graduate qualification in a relevant field; Experience in education sector planning and management will be an advantage. The Western Cape Education Department has an opportunity for a suitably qualified and competent individual to manage the coordination and facilitation of the business planning function within the Directorate Business Strategy and Stakeholder Management. Knowledge: In-depth knowledge of public sector planning frameworks, legislation, strategic management processes and methodologies; Knowledge of the Framework for Managing Programme Performance Information; Familiarity with Government-wide Monitoring and Evaluation Systems; Understanding of education policies and priorities. Knowledge of Public Financial Management Act (PFMA) and Treasury Regulations; Project management methodologies. Change management approaches. Skills: Strategic thinking and leadership; Advanced planning and organizational skills. Financial management; Project management; Analytical and problem-solving abilities; Networking and network formation skills; Conceptual and formulation skills; Advanced report writing and communication skills; Presentation skills; People management and team leadership; Negotiation and conflict resolution. Advanced computer literacy (MS Office suite, especially Excel and PowerPoint). Data Analysis.
<u>DUTIES</u>	:	Provide strategic direction for departmental planning processes, ensuring alignment of operational plans with strategic objectives and compliance with legislative frameworks for non-financial performance information; Develop and implement department-wide strategic and operational planning frameworks; Lead the departmental strategic planning processes and ensure alignment with provincial and national priorities; Coordinate the development and review of Annual Performance Plans and Strategic Plans; Ensure compliance with performance information management frameworks and standards; Provide advice and guidance to senior management on strategic planning matters; Provide advice on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities; Manage stakeholder relationships relevant to business planning and performance reporting; Develop and maintain systems for efficient collection and verification of performance information; Lead and manage the Business Planning team. Provide support to education districts regarding planning and reporting processes. Ensure integration of planning with budget processes; Support the monitoring and reporting systems for non-financial performance information; Support the compilation of quarterly and annual performance reports.
<u>ENQUIRIES</u>	:	Mr. IE de Vega Tel No: (021) 467-9323
<u>POST 17/372</u>	:	<u>DEPUTY DIRECTOR: WORKFORCE PLANNING REF NO: 116</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R896 436 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.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	3-year post school qualification.3 years middle management experience. To manage the development, establishment and maintenance of the workforce planning service. Knowledge of post provisioning and workforce planning related process; Knowledge of post provisioning and workforce planning related systems. Knowledge: Knowledge of related prescripts Ensure compliance with educator/public servant prescripts; Labour Relations Act

		(LRA), 66 of 1995; Employment of Educators Act 76 of 1998; Public Service Act, 1994; South African Schools Act 84 of 1996, Basic Conditions of Employment Act (BCEA) 75 of 1997, Knowledge of other related legislation. Skills: Numeracy; Literacy; Computer Literacy Language skills; Project Management; Accounting Finance and Audit; Legal Administration. Other: Managerial skills; Leadership skills; Interpersonal skills Analytical skills; Problem solving; Decision Making; Facilitation and Presentation. skills; Conflict resolution; Organising; Good written and oral communication skills.
<u>DUTIES</u>	:	Plan, organise, control and manage the basket of Educator posts process for Ordinary Public Schools and Ordinary Special Schools. Plan, organise, control, manage the coordination and reporting on the implementation of workplace planning interventions. Plan, organise, control and manage the development and maintenance of norms and standards for institution-based employees (Educator and Public Servants). Oversee and coordinate Organisation Development (OD) investigations and job evaluations. Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.
<u>ENQUIRIES</u>	:	Mr. R Oosthuizen Tel No: (021) 457 2475
<u>POST 17/373</u>	:	<u>ENGINEER: CIVIL REF NO: 237</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R879 342 per annum, (OSD). 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. Salary depending on years of experience after registration as a professional with the professional body.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Job Summary: Assist with the provision of civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). Knowledge: Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Skills: Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
<u>DUTIES</u>	:	Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
<u>ENQUIRIES</u>	:	Mr. G Coetzee Tel No: (021) 467 9261
<u>POST 17/374</u>	:	<u>ARCHITECT PRODUCTION GRADE A REF NO: 69</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R761 157 per annum. Salary depending on years of experience after registration as a professional with the professional body
<u>CENTRE</u>	:	Cape Town

<u>REQUIREMENTS</u>	:	Bachelor of Architecture degree. Registration with the SACAP as a Professional Architect. Three years of relevant experience post qualification. Valid Driver's License. Computer literate. Three years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Knowledge: Needs a good understanding of- and in project management. Needs a good understanding of infrastructure planning and contribute towards timeous development of education infrastructure. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Skills: Planning and organizing, research and technical report-writing and programme / project management skills.
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan (IPIP). Monitor the implementation of Programmes /Projects and budgets. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agents.
<u>ENQUIRIES</u>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 17/375</u>	:	<u>ASSISTANT DIRECTOR: LEARNER TRANSPORT SCHEMES (LTS) REF NO: 71</u> Directorate: Institutional Resource Support (In Lib Serv)
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An applicable, recognised B degree or three-year post matric qualification; plus 3 years appropriate supervisory experience in Learner Transport or related field. Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province. A valid Code B motor vehicle driver's licence. Competencies: The successful candidate must have the following proven experience, knowledge and skills in order to successfully function in this specific position: Experience: Supervisory experience; the ability to communicate at all levels; to work independently as well as in a team. Knowledge: Must have knowledge of modern systems of governance & administration, relevant policies, legislation, constitutional and institutional arrangements governing the public sector. Must possess strong analytical skills; budgeting and finance administration skills; monitoring and reporting skills; planning, organizing and people management skills as well as skills in the development and application of administration processes and procedures. Skills: Excellent verbal and written communication skills in at least two of the official languages of the Western Cape Province. Computer literacy skills in MS Office (Word, Excel, PowerPoint, Access, etc.); Statistical and Planning competencies; Must have the ability to conceptualise and implement innovative ideas; Personal attributes: Must be polite, reliable, self-motivated and have good interpersonal skills. Must be honest, trustworthy and respectful and possess cultural awareness and sensitivity, be flexible and demonstrate sound work ethics. Must have aptitude to write and be sound with figures. Must be capable of working under pressure and meet strict deadlines. Must have the ability to persuade, influence and handle conflict.
<u>DUTIES</u>	:	Manage the planning and implementation of learner transport schemes; Compilation and Maintenance of Learner Transport databases; Effective monitoring of the testing of Learner Transport Vehicles; Manage the receipt and Processing of Learner Transport applications; Ensure the delivery of learner transport services; Monitor and evaluate learner transport Services; Perform managerial tasks with regard to the sub-directorate including the motivation, training, mentorship and guidance of subordinates to achieve and maintain excellence in service delivery; Actively manage the performance and evaluation of subordinates; Actively assist in managing and promoting the maintenance of discipline within the sub-directorate; Manage policy issues with regard to the functions of the component; Communicate on managerial level with regard to the functions of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Keith Lackay Tel No: (021) 467 2327

<u>POST 17/376</u>	:	<u>ASSISTANT DIRECTOR: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 72</u> Directorate: Institutional Resource Support
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A recognised 3-year qualification (Degree or National Diploma); a minimum of 3 years supervisory experience in a supply chain management environment; a valid (Code B or higher) driving licence. Competencies: Extensive knowledge of SCM Practices, processes and procedures, Preferential Procurement, National and Provincial Treasury regulations and financial legislation. Extensive knowledge of LOGIS and ePS systems. Working knowledge of Standard Chart of Accounts. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills; strategic planning; presentation skills. Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets. Plan, prioritize and organize work whilst functioning under pressure to handle high volumes. Meet strict deadlines. Disciplined, orderly, systematic and courteous with stakeholders. Liaise with stakeholders at all levels. Effective communication and good interpersonal relationships.
<u>DUTIES</u>	:	Assist with development of Learner Teacher Support Material (LTSM) policies and procedures. Assist with developing operational and process plans relating to LTSM. Interpret, implement and ensure compliance with legislated Department of Basic Education (DBE), Supply Chain Management (SCM), Public Finance Management Act (PFMA) and LOGIS regulations, processes and documents. Implement, monitor and evaluate work processes and registers of teams. Provide development, guidance and training in LOGIS processes. Determine specifications for sourcing of LTSM goods and services. Identify and implement a strategic sourcing strategy for LTSM goods and services. Facilitate the contracting of the sourcing strategy for LTSM goods and services. Facilitate and report on the procurement and delivery of LTSM to schools and Directorates. Monitor commitments and budgets of LTSM. Authorising of payments and orders. Reporting of SCM processes, LTSM activities and budgets. Respond to audit enquiries. Provide inputs for AFS. Management and supervision of officials.
<u>ENQUIRIES</u>	:	Mr A Betz Tel No: (021) 467 2804
<u>POST 17/377</u>	:	<u>ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO: 74 (X2 POSTS)</u> Directorate: Business Strategy & Stakeholder Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification (National Diploma / Bachelor's Degree or higher qualification. At least 3 year's relevant experience in project management. Recommendation: a valid driver's licence. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.
<u>DUTIES</u>	:	Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in Identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and

agents of change. Assist with the Identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the develop clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.

ENQUIRIES : Mr. IE de Vega Tel No: (021) 467-9323

POST 17/378 : **ASSISTANT DIRECTOR: ASSESSEMENT AND EXAMINATIONS**
SYSTEMS REF NO: 81 (X2 POSTS)
Directorate: Assessment Management

SALARY : R468 459 per annum
CENTRE : Cape Town
REQUIREMENTS : A relevant B. Degree Valid driver's license 3-5 years relevant experience in the information systems field Experience in the Examinations and/or Assessments field. To coordinate the development, implementation and management of examination and assessment information systems for the Chief Directorate. Knowledge: Public Service legislation, including POPI, PAIA, PAJA Advanced knowledge of the policies and processes governing Examinations and Assessments (National and Provincial) Advanced knowledge of the relevant policies and prescripts relating to information systems and data governance Advanced knowledge of information systems, ICT and data governance Management and people management principles Project management Skills: Computer literacy People management and empowerment Planning and organising Communication (written, verbal and liaison) Problem-solving Facilitation and presentation skills Analytical skills.

DUTIES : Coordinate the development, implementation and review of policies to govern examination and assessment information systems. Coordinate and monitor the development of new assessment and examinations systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Coordinate and oversee assessment and examinations user management services. Coordinate and oversee assessment and examinations training in IT systems, capacity building and knowledge-sharing practices. Coordinate the Disaster Recovery Plan for the Chief Directorate in respect of examination and assessment systems in collaboration with relevant stakeholders. Supervise the administrative and technical support in the development, implementation and management of examination and assessment information systems for the Chief Directorate. People Management.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2945

POST 17/379 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: 89**
Directorate: communication

SALARY : R468 459 per annum
CENTRE : Cape Town
REQUIREMENTS : A recognised three-year qualification (NQF6) in communication and translation studies, linguistics or related studies. At least 5 years' experience as a Language Practitioner in editing and translation; Knowledge of communication policy and strategies; Proficiency in at least two of the three official languages of the Western Cape. Recommendation: A post-graduate qualification in linguistics, a language or a language-related field. Knowledge of Translation Memory Software.

DUTIES : Manage and lead the Language Services Unit of the Western Cape Education Department; Responsible for monitoring the implementation of the relevant language policy; Facilitate the editing and translation of documents and promote multilingualism; Supervise quality control of documents; Keep record of the documents processed by the unit; Provide a language advisory service to Departmental employees.

ENQUIRIES : Ms M Merton Tel No: (021) 467 2707

POST 17/380 : **ASSISTANT DIRECTOR: MISCONDUCT, DISPUTES AND GRIEVANCES**
REF NO: 95
Directorate: Employee Relations

SALARY : R468 459 per annum

<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	An appropriate recognised degree or diploma; valid codes B or EB driver's licence; Minimum of 3 years' experience in Labour Relations in the Public Sector. Knowledge: Extensive experience regarding the grievance and dispute processes, collective bargaining as well as the HR regulatory framework with regard to public service Extensive experience in dealing and/or managing discipline/misconduct in the Public Service; Knowledge of related statutes in the Education Sector. The ability to work under pressure, to reason clearly and logically. Proven supervisory experience Willingness to travel frequently and work irregular hours. Skills: Computer literacy skills. Good written and communication skills.
<u>DUTIES</u>	:	Management and processing of grievances, disputes and misconduct cases. Supervise functions of labour relations officers; exercise financial control; investigate matters and represent the WCED when required to do so. Preside at misconduct hearings (CS educators and Public Service). Represent the WCED at various collective bargaining structures,(CS Educators and Public Service Personnel), Train line functionaries in labour related matters, Implement and monitor operational labour relations policies, Keep abreast of change and developments in labour relations and build capacity in order to facilitate labour peace in the institutions managed by the WCED.
<u>ENQUIRIES</u>	:	Ms L-A Bathgate Tel No: (021) 467 2848
<u>POST 17/381</u>	:	<u>ASSISTANT DIRECTOR: ICT COORDINATOR: GOVERNANCE REF NO: 108</u> Directorate: Knowledge and Information Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	cape town
<u>REQUIREMENTS</u>	:	An appropriate, recognised, minimum 3-year tertiary qualification in IT or IT related field with at least 3 years' experience in ICT. ICT governance certification i.e. COBIT, ITIL is preferable. A valid driver's licence. Job Summary: To manage, coordinate and monitor ICT service delivery and support in the schools? and WCED corporate environment. Knowledge: Proven knowledge of: ICT governance best practices, theory and methodology; budgeting and cash flow; Supply Chain processes in public service; E-government and enterprise ICT programmes/projects; Project management and coordination; Applicable legislation such as the PFMA, Educators? Act, Public Service Act and Regulations, SITA Act and Regulations, Promotion of Access to Information Act, Electronic Communications and Transactions Act, WAN (Wide Area Network) and LAN (Local Area Network) and wireless technologies knowledge; managing of vendors and clients will be advantageous. Skills: Strong research skills; strong conceptual and formulation skills; exceptional writing and verbal communication skills; well-developed project management skills; innovative problem solving skills; analytical skills; strategic thinking and planning skills; presentations skills; negotiation skills; sound organisational and planning skills; sound interpersonal skills; advanced computer proficiency; training skills.
<u>DUTIES</u>	:	Develop, interpret and implement policy, practice, procedure and standards, with regards to National and Provincial ICT governance for Information Systems and ICT solutions within the WCED; Ensure WCED compliance with National and Provincial ICT governance policy, framework and standards; Manage, monitor and advise the WCED on ICT Service Level Agreements with vendors; Maintain records of ICT spending to WCED schools? and corporate environment. Accurate and timeous reporting of ICT governance issues within the WCED and WCG (Western Cape Government). Represent the department at internal and external ICT committees. Monitor the provisioning of e-Administration equipment and connectivity subsidy disbursement to schools. Coordinate the demand for ICT services and equipment within the organization and present it to various governance forums. Liaise with the Provincial service partners in terms of managing operational risks. Coordinate processes to ensure ICT security compliance and that audit requests are adequately resolved.
<u>ENQUIRIES</u>	:	Mr. A Jacobs Tel No: (021) 467 9322

<u>POST 17/382</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 111 (X3 POSTS)</u> Directorate: Service Benefits
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge: Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.
<u>DUTIES</u>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 17/383</u>	:	<u>ASSISTANT DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: 118</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant 3-year post school qualification, 5 years relevant experience. Job Summary: To operationalise and provide people empowerment services. Knowledge: Knowledge of people empowerment related process., Knowledge of people empowerment related systems, Knowledge of related prescripts, Ensure compliance with educator/public servant prescripts, Labour Relations Act (LRA), 66 of 1995, Employment of Educators Act 76 of 1998, Public Service Act, 1994, South African Schools Act 84 of 1996, Basic Conditions of Employment Act (BCEA) 75 of 1997, Knowledge of other related legislation. Skills: Numeracy; Literacy; Computer Literacy; Language skills, Managerial skills; Leadership skills; Interpersonal skills; Communication skills (written and verbal); Analytical skills; Problem solving; Decision Making; Facilitation and Presentation skills; Conflict resolution ;Organising.
<u>DUTIES</u>	:	Develop and implement the Workplace Skills Plan (WSP). Operationalise the Human Resource Development (HRD) functions (Bursaries, Inductions and Internships). Operationalise all Leadership and Development Interventions. Operationalise all people empowerment related programmes for the department. People Management.
<u>ENQUIRIES</u>	:	Mr. R Oosthuizen Tel No: (021) 467 2475
<u>POST 17/384</u>	:	<u>ASSISTANT DIRECTOR: MONITORING REF NO: 122</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3- year relevant experience. To oversee the administering of monitoring assessments of NGOs. Knowledge: Public administration, Applicable legislative and regulatory requirements, policies and standards, Norms and standards, Project Management, Principles and processes for providing customer services. Including customer needs assessment, meeting quality standards for services and evaluation of customer

DUTIES

satisfaction, Monitoring and evaluation methods, tools and techniques, Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources, Relationship management. Skills: Professional Competencies, People Competencies, Results Competencies, Business/Organization Competencies.

: Develop monitoring and review systems. Evaluate the current systems and recommend improvement, develop monitoring tools and systems, oversee the implementation of monitoring tools. Oversee Financial and Governance Assessment for existing and new NPOs. Oversee site visits, quality assure monitoring reports, quality assure the completion of the appraisal grid. Oversee the monitoring and review of services rendered by the NPO. Ensure the analyses of progress reports. Oversee and quality assure the administering of quarterly compliance assessments including site visits Oversee and quality assure the administering of annual compliance assessments including site visits, Quality assures monitoring reports Ensure the development of corrective measures Verify the data submitted via reports Draft guidelines on required monitoring processes and procedures, Support managers and other staff in their monitoring actions, including the setting. of standards, Communicate and apply the Batho Pele concept in service delivery. Human Resource Management: Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRAs that derive from components plans. Monitor information capacity building within the Division. Promote sound labour relations within the Division. Actively manage and promote the maintenance of discipline within the Division. Perform all the managerial tasks with regard to the Division Give direction to and manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Assess data and information Review and revise the information recorded on the activation grid/ indicator description manual/ NFD reporting template and approve. Compile report send to supervisor for verification and submit.

ENQUIRIES

: Ms R Leukes Tel No: (021) 467 2584

POST 17/385

: **ASSISTANT DIRECTOR: MANAGEMENT AND GOVERNANCE REF NO: 148**
District Office: Education District Office Eden & Central Karoo

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum
: George
: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's license. To facilitate and coordinate developmental support to Public Ordinary and Public Special Schools (including hostels) with respect to school management and governance. Knowledge: Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.

DUTIES

: Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.

ENQUIRIES

: Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

POST 17/386

: **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 159**
District Office: Education District Office Eden & Central Karoo

SALARY
CENTRE

: R468 459 per annum
: George

<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape. Knowledge: Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations, government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Written and verbal communications (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database with regards to capturing and analyzing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).
<u>ENQUIRIES</u>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>CLOSING DATE</u>	:	10 June 2025
<u>POST 17/387</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE REF NO: 169</u> District Office: Education District Office Metro Central
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape. Knowledge: Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations, government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Written and verbal communications (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database with regards to capturing and analyzing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

<u>POST 17/388</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO: 183</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	An appropriate 3-year qualification/B degree with 3-5 years' experience. Knowledge: Knowledge of communication, public relations, public participation and public education. Modern systems of governance and administration. The latest advances in public management theory and practices. Policies of the government of the day. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing.
<u>DUTIES</u>	:	Manage the GG and public transport at the district level. Render an efficient and effective fleet management service. Ensure that vehicles are issued to staff, traffic violations cases, misuse of vehicles, licensing and inspection of vehicles are managed. Ensure that quarterly assessment on utilization of the districts fleet is done and users logbooks are management according to prescripts. Ensure the arrangement of public transport (including flights / hiring of cars / transport to and from airport are done. Manage and maintain district records. Provide registry counter services. Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Management of the operation and operating of office machines in relation to the registry function. Ensure the processing of documents for archiving and/disposal in line with official filing system of WCED. Electronic scanning of files. Provide a facilities logistical service (including reception, switchboard, management of telecommunications and official branding in line with Communication prescripts. Management of district infrastructure including refurbishing, Occupational Health and Safety Management, security management, as well as food, cleaning and gardening service needs of districts. Booking of venues. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/389</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 184</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. To facilitate and coordinate developmental support to Public Ordinary and Public Special Schools (including hostels) with respect to school management and governance. knowledge: Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
<u>DUTIES</u>	:	Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/390</u>	:	<u>ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 212</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Mitchells Plain

<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. To facilitate and coordinate developmental support to Public Ordinary and Public Special Schools (including hostels) with respect to school management and governance. Knowledge: Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
<u>DUTIES</u>	:	Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/391</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL BATCH AND LOSS CONTROL REF NO: 230</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	B. Degree or equivalent qualification in Financial Accounting with 3 years relevant experience (Financial Accounting and Auditing to be passed at third year). A valid driver's license (Code B/EB/C1). Knowledge: Proven Knowledge of GRAP/IFRS/MCS, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge on Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
<u>DUTIES</u>	:	Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating financial reporting and recording requirements. Manage investigations (including assessment and determination), recovery and reporting on losses, fruitless and wasteful expenditure and irregular expenditure in accordance with applicable frameworks and regulations. Manage and/or provide inputs to financial reporting processes (Annual and quarterly). Reporting including Driving and promoting late payment improvements. Management and regular follow up of suspense accounts. Manage the storage, maintenance and disposal of financial records in accordance with applicable regulations. Liaise with the State attorney on investigations, Auditor General and Internal Audit on the audit and respond to audit queries for the Department. Maintain stakeholder relationship with State attorney, Auditor General, Internal Audit, Supervision and performance management of staff in the loss control unit and the financial batch control unit.
<u>ENQUIRIES</u>	:	Mr. H Burger Tel No: (021) 467 2188
<u>POST 17/392</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 235 (X4 POSTS)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid Code B (manual) driver's license. The successful candidate will at times be required to work irregular hours, including travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer

		literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.
<u>DUTIES</u>	:	Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide report to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related matters.
<u>ENQUIRIES</u>	:	Ms PPP Adams Tel No: (021) 467 2225
<u>POST 17/393</u>	:	<u>E-LEARNING PROJECTS FACILITATOR REF NO: 170</u> District Office: Education District Office Metro Central
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<u>DUTIES</u>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects

		including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>POST 17/394</u>	:	<u>E-LEARNING PROJECTS FACILITATOR REF NO: 178</u> District Office: Education District Office Metro East
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Kuils River
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.
<u>DUTIES</u>	:	Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity
<u>ENQUIRIES</u>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)
<u>POST 17/395</u>	:	<u>E-LEARNING PROJECTS FACILITATOR REF NO: 189</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

DUTIES

: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity.

ENQUIRIES

: Ms W Horn Tel No: (021) 938 3133

POST 17/396

: **E-LEARNING PROJECTS FACILITATOR REF NO: 221**
District Office: Education District Office West Coast

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Paarl
: National Diploma (NQF Level 6) or Degree plus 3 years' experience in project management in an ICT environment preferably within education. A valid driver's licence. To manage e-Learning projects at district level. Knowledge: Knowledge of relevant eLearning Provincial Policies, legislation and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication and report writing skills. Project and organisational planning. Ability to think analytically and systematically.

DUTIES

: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate

and liaise with the different units at head office and districts i.e. e-Learning HO, FET / GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-learning projects, technology provisioning and connectivity.

ENQUIRIES : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

POST 17/397 : **SOCIAL WORK POLICY DEVELOPER REF NO: 125 (X2 POSTS)**
Directorate: Early Childhood Development

SALARY : R453 201 per annum
CENTRE : Cape Town
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker, and proof of payment of registration. Valid Code B Driver's License. 8 years' experience in Social Work after registration as a Social Worker with the SACSSP. Recommendations: Experience in the field of child and youth care. Knowledge: Project Management skills; Planning and organizing; Networking skills; Communication (written and verbal); Professional counselling skills; Policy Analysis and development; Financial management; Presentation skills; Monitoring and evaluation skills Ability to compile complex reports.

DUTIES : Develop, implement and maintain social work policies: Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Develop programmes to implement the relevant policies. Keep up to date with new developments in the social work field. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields. Engage in continuous professional development activities as prescribed. Research and development. Perform the administrative functions required in the unit.

ENQUIRIES : Ms R Leukes Tel No: (021) 467 2584

POST 17/398 : **EMPLOYEE RELATIONS OFFICER: COLLECTIVE BARGAINING: TRAINING AND ADMINISTRATION REF NO: 97**
Directorate: Employee Relations

SALARY : R397 116 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma or Degree in Human resources; Public Administration or Labour Law with minimum 3 years' experience in the Public Sector and a valid driver's licence. Recommendation: The successful candidate should have a thorough knowledge and understanding of the Public Service Legislative framework with specific emphasis on Education Labour Laws. Excellent training/facilitation skills and knowledge of the legal prescripts governing misconduct, grievances and disputes within the public service will be an added advantage. Knowledge: Good understanding of modern labour relations trends /developments and all processes involved, training methods and techniques. All labour-relations legislation related to the education sector. Grievances, misconduct and dispute resolution processes Advance computer literacy. Skills: Excellent written and oral communication skills. Good training/facilitation skills and a sound understanding of modern training interventions. Sound organising and planning skills. conflict resolution. Decision-making. Innovative.

	Excellent training skills. Excellent facilitation and communication skills. Strong coordination skills.
<u>DUTIES</u>	: Assist in facilitating, plan and determine training needs of officials, educators and school governing bodies to ensure they are equipped with relevant labour relations knowledge and interventions. Assist in developing training materials and ensure compliance with training standards. Co-ordinate Labour Relations Training/Interventions for Public Service Employees and Educators. Serve on various training committees. Compile and analyse statistical data in relation to misconduct, grievances and disputes. Advise management on labour relation issues. Where necessary, chair and facilitate labour related meetings. To optimally fulfil a role as a member of the directorate's task teams in order to achieve our strategic goals. Assist with the compilation and analysis of statistical data.
<u>ENQUIRIES</u>	: Ms D Syster Tel No: (021) 467 2399
<u>POST 17/399</u>	: <u>EMPLOYEE RELATIONS OFFICER: ADVISORY SERVICES REF NO: 98</u> Directorate: Employee Relations
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: 3- year post school qualification, plus 3 years relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation Skills: Numeracy Literacy Computer Literacy Language skills Project Management Other: Interpersonal skills Communication skills (written and verbal) Analytical skills Problem solving Decision Making Facilitation and Presentation skills Conflict resolution Organising.
<u>DUTIES</u>	: Render effective misconduct, grievances, disputes and case matters. Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour. Deal with all types of enquiries relating to misconduct. Perform general administrative duties. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators. Disputes: Analyse the dispute referral in order to prepare for the conciliation and/or arbitration. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar. Execute Collective Bargaining and Training services. Assist in collective bargaining consultations with education unions. Assist in collective bargaining consultations with public service unions. Assist with secondments and time off for union secondments. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation. Execute training and support. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; Gather and compile information on topical matters affecting WCED. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service (RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Keep a monthly record of appeal statistics. Execute administrative support to the specific functions. Apply efficient management and protection of sensitive and confidential information coming in and going out the sub directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and to act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Promote sound labour relations in

		the public education sector. Prepare all and relevant documentations for appointments and meeting.
<u>ENQUIRIES</u>	:	Mr. J Fry Tel No: (021) 4672866
<u>POST 17/400</u>	:	<u>EMPLOYEE RELATIONS OFFICER: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: 101 (X7 POSTS)</u> Directorate: Employee Relations
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate recognized degree or an equivalent qualification (REQV 13). Relevant experience in investigations and/or conducting of disciplinary hearings; and/or dealing with dispute resolution and/or grievance processes. Valid driver's license. Recommendation: Willingness to travel frequently and work irregular hours. The ability to work under pressure, to reason clearly and logically. Investigative skills. Good written and verbal skills. Broad knowledge of personnel and labour relations matters. Knowledge of statutes applicable to both Public Service and Educators. Ability to speak, read and write in at least two official languages. Knowledge: Broad knowledge of personnel and labour relations matters. Knowledge of statutes applicable to both Public Service and Educators. Ability to speak, read and write in at least two official languages. Skills: The ability to work under pressure, to reason clearly and logically. Investigative skills. Good written and verbal skills. Sound report writing skills and writing of submissions with insight.
<u>DUTIES</u>	:	Represent the WCED at grievance and dispute meetings (CS Educators and Public Service Personnel, i.e. individual and collective). investigate and represent WCED at misconduct hearings (CS Educators and Public Service). Advise management on issues pertaining to employment law and labour relations. Provide support functions to line functionaries in respect of employee relations, including misconduct and disputes. Pro-active conflict intervention; promotion of labour peace; liaison with trade unions; conflict resolution over wide spectrum. Providing advice to clients at the institutions of the WCED (CS Educators and Public Service Personnel) on labour related matters. Attend any labour related meetings; if required. Sound report writing skills and writing of submissions with insight.
<u>ENQUIRIES</u>	:	Ms L-A Bathgate Tel No: (021) 467 2848
<u>POST 17/401</u>	:	<u>EMPLOYEE RELATIONS OFFICER REF NO: 145</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	3-year relevant post matric qualification (preference will be given to Labour relations and labour law as subjects). Valid Driver's Licence B. 2 Years Relevant administrative experience within people management / labour relations environment. Knowledge: People Management (HR) and Employee Relations; Employee Relations and Public Service Legislation and procedures; Relevant experience in investigative processes in relation to misconduct cases; disputes and grievances; Ability to represent the employer in misconduct cases; disputes and grievances as required. Skills: Investigative; Written and verbal communication in 2 Official languages of the Western Cape; Report writing; Capturing of data; Analytical thinking; Computer literacy; Interpersonal; Interpretation; Planning and organisational.
<u>DUTIES</u>	:	Responsible to manage progressive discipline and misconduct process within the district; Advise the responsible manager on processes relating to progressive discipline. Facilitate or advise on misconduct procedures. Advise and assist Head Office on investigations into allegations of misconduct. Serve as departmental representative at employee disciplinary hearings. Provide support to the Directorate Employee Relations on all misconduct cases within the Education District. Preside over misconduct cases when appointed to do so by Directorate Employee Relations. Update and maintain relevant information management systems with regards to progressive discipline and misconduct. Provide monthly statistics and report on misconduct cases to DCES People Management and Directorate Employee Relations. Responsible to manage disputes processes within the district; Facilitate or advise on dispute procedures. Represent the WCED in formal dispute resolution processes; when requested. Advise on unfair labour practices. Provide advice on issues

relating to unfair dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management and Directorate Employee Relations. Responsible to manage on grievance procedures within the district; Advise managers on the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Ensure that managers comply with the timeframes in terms of Rules for the Handling of Complaints and Grievances. Update and maintain relevant information management systems. Provide monthly statistics and report on grievances to DCES People Management and Directorate Employee Relations. Responsible to provide training to employees within the District; Training of line supervisors and managers within the District Office. Training of School Governing Bodies and Principals. Liaise with and assist Directorate Employee Relations with training to ensure labour peace. Report on Industrial action to DCES People Management. Update and maintain relevant information management systems. Report on all training conducted to DCES People Management and Directorate Employee Relations. Collective Bargaining; Proper and accurate research on the topic / issue for submission. Provide commentary, evaluate and implement decisions emanating out of the IMLCs Provide advice on legal implications of employee related matters. Co-ordinate caucus meetings of the employer for IMLC meetings and engagements with unions. Organise and conduct information sessions with managers on labour relations legislation and collective agreements. Handling of enquiries, statistics and general administration. Update and maintain relevant information management systems. Report on all of the above to the DCES People Management.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 17/402 : **EMPLOYEE RELATIONS OFFICER REF NO: 226**
District Office: Education District Office West Coast

SALARY : R397 116 per annum
CENTRE : Paarl
REQUIREMENTS : 3-year relevant post matric qualification (preference will be given to Labour relations and labour law as subjects). Valid Driver's Licence B. 2 Years Relevant administrative experience within people management / labour relations environment. Knowledge: People Management (HR) and Employee Relations; Employee Relations and Public Service Legislation and procedures; Relevant experience in investigative processes in relation to misconduct cases; disputes and grievances; Ability to represent the employer in misconduct cases; disputes and grievances as required. Skills: Investigative; Written and verbal communication in 2 Official languages of the Western Cape; Report writing; Capturing of data; Analytical thinking; Computer literacy; Interpersonal; Interpretation; Planning and organisational.

DUTIES : Responsible to manage progressive discipline and misconduct process within the district; Advise the responsible manager on processes relating to progressive discipline. Facilitate or advise on misconduct procedures. Advise and assist Head Office on investigations into allegations of misconduct. Serve as departmental representative at employee disciplinary hearings. Provide support to the Directorate Employee Relations on all misconduct cases within the Education District. Preside over misconduct cases when appointed to do so by Directorate Employee Relations. Update and maintain relevant information management systems with regards to progressive discipline and misconduct. Provide monthly statistics and report on misconduct cases to DCES People Management and Directorate Employee Relations. Responsible to manage disputes processes within the district; Facilitate or advise on dispute procedures. Represent the WCED in formal dispute resolution processes; when requested. Advise on unfair labour practices. Provide advice on issues relating to unfair dismissals, victimisation and discrimination. Update and maintain relevant information management systems. Report on disputes to DCES People Management and Directorate Employee Relations. Responsible to manage on grievance procedures within the district; Advise managers on the grievance procedure in terms of the Rules for the Handling of Complaints and Grievances. Ensure that managers comply with the timeframes in terms of Rules for the Handling of Complaints and Grievances. Update and maintain relevant information management systems. Provide monthly statistics and report on grievances to DCES People Management and Directorate Employee Relations. Responsible to provide training to employees within the district;

Training of line supervisors and managers within the District Office. Training of School Governing Bodies and Principals. Liaise with and assist Directorate Employee Relations with training to ensure labour peace. Report on Industrial action to DCES People Management. Update and maintain relevant information management systems. Report on all training conducted to DCES People Management and Directorate Employee Relations. Collective Bargaining; Proper and accurate research on the topic / issue for submission. Provide commentary, evaluate and implement decisions emanating out of the IMLCs Provide advice on legal implications of employee related matters. Co-ordinate caucus meetings of the employer for IMLC meetings and engagements with unions. Organise and conduct information sessions with managers on labour relations legislation and collective agreements. Handling of enquiries, statistics and general administration. Update and maintain relevant information management systems. Report on all of the above to the DCES People Management.

ENQUIRIES : Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

POST 17/403 : **ASSISTANT INFORMATION ANALYST REF NO: 106 (X2 POSTS)**
Directorate: Knowledge and Information Management

SALARY : R397 116 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree with 1-year relevant experience. Recommendation: A valid driver's license. Knowledge: Competencies: Experience: Excellent computer skills with experience in database and on-line applications; Experience in systems development and implementation; Project Management; Data query, analysis and reporting. Knowledge: knowledge of online databases and database handling via queries. Knowledge of blended survey administration processes. Advanced spread sheet handling capabilities. Business management reporting. Skills: Excellent oral and written communication skills; strong logic, analytical and conceptual skills; Mathematical and diagnostic skills; Good presentation skills; Advanced computer skills; Problem solving, research and facilitation skills; Communication skills in two of the official languages of the Western Cape Province.

DUTIES : Enable access and utilization of Education Information management information (EMIS) and related information technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP: Cel. Maintain EMIS and related systems within the WCED and provide information analytics. Facilitate knowledge and information systems and user training and support in collaboration with education districts. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Process online and written requests. Validate survey data. Maintain the network links with system administration officials. Design and amend surveys in accordance with Education Information Standards to finalise datasets. Design and apply verification checks. Office administration and management of resources. Provide online support and training to schools and officials in the effective use of school administration systems to ensure accuracy and quality data in the system.

ENQUIRIES : Mr. S Hansraj Tel No: (021) 467 2086

POST 17/404 : **HUMAN RESOURCE PRACTITIONER: PEOPLE POLICY AND ANALYTICS REF NO: 117**
Directorate: Strategic People Management

SALARY : R397 116 per annum
CENTRE : Cape Town
REQUIREMENTS : Qualifications: 3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. Work experience: 3-Years relevant experience. Knowledge: Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, labour relations framework, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills;

		ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint).
<u>DUTIES</u>	:	Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems. Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services.
<u>ENQUIRIES</u>	:	Ms T Florence Tel No: (021) 467 2169.
<u>POST 17/405</u>	:	<u>HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT AND ADVISORY SERVICES REF NO: 120</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	At least a recognized 3-year qualification which can be in Human Resource Management, Public Management, Industrial Psychology or B. Admin with at least 3-years' experience in human resources or relevant experience; Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Knowledge of people management related processes, systems and prescripts. Skills: Communication skills, language skills, Computer skills, Planning and Organizing skills, Presentation skills, Report writing skills (specifications and submissions), Interpersonal skills. Ability to analyze, conceptualize and implement policy, Conflict resolution skills. Monitor, evaluation and reporting skills Problem solving skills Research skills.
<u>DUTIES</u>	:	Assist and support the development of performance agreements, mid-year assessments, and annual assessment, including moderation and probation processes for Public Service Staff, inclusive of Senior Management Service (SMS) members Provide operational and administrative support to educator (school and office-based) performance management processes Provide and assist with guidance and support on incapacity due to poor performance, ill-health, disability or misconduct for Public Service Staff Render a general administrative support function for the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. G Abrahams Tel No: (021) 467 2574
<u>POST 17/406</u>	:	<u>LEARNER TRANSPORT OFFICER REF NO: 153</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	Requirements: A relevant 3-year qualification (Degree/National Diploma or equivalent); A valid Code B - Manual driving license; Two years relevant experience in an administrative environment Recommendations: Applicable experience in a LTS Administration environment. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/ Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual Skills: The following experience, skills and knowledge are required to successfully function in this position: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; Report Writing, Supervisory Skills.
<u>DUTIES</u>	:	LTS Application Processing: Receive and process LTS applications. Maintain a register of LTS applications received. Verify learner details on the Central Education Management Information System (CEMIS). Utilise WCED Learner Transport System Application to compile LTS route map with verified distances and Geographic Positioning System (GPS) coordinates. Conduct route verifications where required. Communicate with schools/ Circuit Managers regarding shortcomings identified. Present the completed applications to district manager/s for final recommendation. Ensure the creation and maintenance of a separate file for each LTS route. LTS Vehicle Testing/ Roadworthy Confirmations: Ensure the timeous arrangement of roadworthy testing/ obtaining Roadworthy Certificates for approved LTS vehicles. Ensure the maintenance of a database of approved LTS vehicles. Ensure the update of database with approved LTS vehicle replacements. Requesting corrective

		<p>action where required and maintaining related records. Monthly reporting. LTS Claim Processing: Oversee receipt of monthly LTS claims. Verify correctness and submit for payment. Ensure claims are received timeously and follow up where claims are not received. Maintain a register of claims. Monthly Reporting. LTS Route/ Vehicle Inspections: Ensure regular scheduled inspections of LTS routes. Conduct unannounced LTS inspections. Identify cases of non-compliance. Communication, in writing, with principals/ learner transport contractors regarding non-compliance. Attend to learner transport complaints received. Maintain a LTS complaints register. Take corrective actions. Report Monthly on LTS route inspections conducted and actions taken. Supervision: Perform a supervisory function. Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.</p>
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO).
<u>POST 17/407</u>	:	<u>SCHOOL MANAGEMENT AND GOVERNANCE OFFICER REF NO: 154</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	3 year post matric qualification or degree plus 3 years relevant administrative experience (preferably in the field of assessment and development of policies). A valid code B driver's license. Knowledge: Knowledge of the Education Departmental policies and procedures; Knowledge of Western Cape Policy for the Management of Admission; Knowledge of SCM processes and procedures; Knowledge of finance (business planning); Knowledge of project planning; Knowledge of School Administrative Processes and procedures; Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Communication skills in 2 official languages of the Western Cape; Computer literacy; Project planning; Organising; Presentation and facilitation; Report writing skills (specifications and submissions); Interpretation; Interpersonal; Problem solving; Financial.
<u>DUTIES</u>	:	Check that management and governance policies are available / accessible. Assess identified key policies of management and governance in line with prescripts. Assist the school / hostel with the development of the relevant policies in line with prescripts. Investigate, resolve and report on complaints regarding school / hostel management and governance policies. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school / hostel policies to the Assistant Director School Management and Governance. Training on and the development of school / hostel management and governance policies. Monitor the implementation of the training interventions. Coordinate the process of learner admission at district level.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO).
<u>POST 17/408</u>	:	<u>SCHOOL FINANCE AND RECORDS OFFICER: CIRCUIT 6 REF NO: 158</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	:	Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and

electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions.

ENQUIRIES : Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO).

POST 17/409 : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 164 (X3 POSTS)**
District Office: Education District Office Metro Central

SALARY : R397 116 per annum
CENTRE : Maitland
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

POST 17/410 : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 176**
District Office: Education District Office Metro East

SALARY : R397 116 per annum
CENTRE : Kuils River
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts.

Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

POST 17/411 : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 209**
District Office: Education District Office Metro South

SALARY : R397 116 per annum
CENTRE : Mitchells Plain
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 17/412 : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 223**
District Office: Education District Office West Coast

SALARY : R397 116 per annum
CENTRE : Paarl
REQUIREMENTS : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge: Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and

	interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
<u>DUTIES</u>	: Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.
<u>ENQUIRIES</u>	: Ms A Truter: Tel No: (021) 860 1209 (West Coast EDO).
<u>POST 17/413</u>	: <u>SCHOOL SAFETY OFFICER REF NO: 180</u> District Office: Education District Office Metro East
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Kuils River
<u>REQUIREMENTS</u>	: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioural programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.
<u>DUTIES</u>	: Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard

operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.

ENQUIRIES

: Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO).

POST 17/414

: **SCHOOL SAFETY OFFICER REF NO: 192**
District Office: Education District Office Metro North

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Parow
: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

DUTIES

: Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant

changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.

ENQUIRIES

: Ms W Horn Tel No: (021) 938 3133

POST 17/415

: **SCHOOL SAFETY OFFICER REF NO: 202**
District Office: Education District Office Metro South

SALARY
CENTRE

: R397 116 per annum
: Mitchells Plain

REQUIREMENTS

: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioural programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project

DUTIES

Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

: Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention

ENQUIRIES

: Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO).

POST 17/416

: **SCHOOL SAFETY OFFICER REF NO: 218**
District Office: Education District Office West Coast

SALARY CENTRE REQUIREMENTS

: R397 116 per annum
: Paarl
: Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Knowledge: Further

Duties are and developmental initiatives including Youth Clubs, AntiTruancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioral programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills.

DUTIES

: Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full and accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational

		health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<u>POST 17/417</u>	:	<u>SCHOOL ENRICHMENT OFFICER REF NO: 195</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). Valid code B drivers' licence. Knowledge: Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Skills: Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.
<u>DUTIES</u>	:	Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/418</u>	:	<u>STATE ACCOUNTANT REF NO: 181</u> District Office: Education District Office Metro East
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Kuils River
<u>REQUIREMENTS</u>	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Knowledge: Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<u>ENQUIRIES</u>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO).

<u>POST 17/419</u>	:	<u>STATE ACCOUNTANT REF NO: 194</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. Knowledge: Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
<u>DUTIES</u>	:	Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/420</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 228</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A degree (NQF 7) or higher in Accounting; A minimum of three years? experience in an Accounting and/or auditing environment; A valid (Code B or higher) driver's licence. Additional Requirements: Willingness to work overtime when required. Knowledge: Knowledge of the financial policies and regulations i.e. Public Financial Management Act (PFMA); the National Treasury Instruction (NTI) and Provincial Treasury Regulation (PTR). Knowledge of financial processes and financial systems (BAS & LOGIS). Good understanding of cashflow and budgets. Knowledge and understanding of financial statements. Skills: An understanding of the Standard Chart of Accounts (SCOA). Ability to analyse and interpret data. Knowledge of modern systems of governance and administration. Good computer skills in Excel Good analytical, problem solving and decision-making skills Ability to work under pressure and independently in a fast-paced environment Good accounting, analytical and communication skills (verbal and written). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Planning and organising skills. Conceptual and formulation skills.
<u>DUTIES</u>	:	Responsible for checking and capturing transactions on Financial Systems Verify and capture payments on payment system/s. Prepare and/or compile payments in preparation for processing of transactions on financial systems Report on expenditure vs budget to supervisor and or other stakeholders. Ensure completeness and timeous approval of invoices on payment systems in line with policies and procedures. Creation use and maintenance of databases. Preparing/authorising corrective journals. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly, quarterly, and annual financial reporting. Assist with updating a Financial Commitment Register. Manage enquiries and payment detail from contractors, professional service providers, implementing agents, and management. Providing inputs to Interim Financial Statements/Annual Financial Statements. Ensure compliance in terms of reporting due dates and monitor report schedule including reminding managers/ responsible persons to submit timeously. Manage auditor request and assist in collating responses for

		the auditor. Ensure effective implementation and monitoring of financial policies and guidelines. Co-ordination and preparation of submissions/presentations to management. General supervision of employees including managing performance, conduct and discipline. Assist with all general and financial administrative tasks.
<u>ENQUIRIES</u>	:	Ms C Adendorff Tel No: (021) 467 2506
<u>POST 17/421</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 236 (X5 POSTS)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Requirements: A relevant National Diploma or Degree in Finance. Note: The successful candidate will at times be required to work irregular hours and also travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure. Skills: Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the reallocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.
<u>ENQUIRIES</u>	:	Mr. PPP Adams Tel No: (021) 467 2225.
<u>POST 17/422</u>	:	<u>ADMIN OFFICER: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 77</u> Directorate: infrastructure delivery management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate B-degree/ diploma with minimum 3 years relevant experience or Grade 12 with 6 years appropriate experience. Knowledge: Knowledge of modern systems of governance and administration. Knowledge of the government policies and legislation. Knowledge of constitutional, legal and institutional arrangements governing the South African public sector Skills: Computer literacy skills. Analytical and system thinking skills. Conceptual and formulation skills. Excellent communication skills. Planning and organising skills.
<u>DUTIES</u>	:	Ensure compliance in terms of reporting due dates and monitor report schedule including reminding managers/ responsible persons to submit timeously. Manage auditor request and assist in collating responses for the auditor. Keep track of correspondence and submissions issued in relation to physical resources projects. Draft correspondence and submissions as directed by senior personnel. Perform general administrative duties such as compiling a Leave Register and processing of Leave Application forms. Assist with the procurement function in the directorate including the placement of orders, receiving goods and facilitating payments. Maintaining an Invoice Register, process payments on BAS (compile, capture, authorize) and or LOGIS and maintain proper audit trail. Support a proper filing system to documents,

		payments and related correspondence. Assist with updating a Financial Commitment Register. Assist with the administrative process related to schools building projects and contract agreements. Assist with all property-related matters such as clear sits, acquisition of facilities and municipal queries.
<u>ENQUIRIES</u>	:	Mr. GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 17/423</u>	:	<u>ADMINISTRATION OFFICER REF NO: 238</u> Directorate: Physical Resource Planning & Property Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate B-degree / diploma with minimum 3-5 years relevant experience or Grade 12 with 6-10 years appropriate experience. Knowledge: Knowledge of modern systems of governance and administration. Knowledge of the government policies and legislation. Knowledge of constitutional, legal and institutional arrangements governing the South African public sector. Skills: Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills.
<u>DUTIES</u>	:	Ensure compliance in terms of reporting due dates and monitor report schedule. Manage auditor requests and assist in collating responses for the auditor. Negotiation of Lease Agreements and renewal of expired Lease Agreements for public schools on private property. Assist with the renewal of contracts and rental agreements. Draft submissions in respect of rent increases, renewals and terminations. Draft submissions for ministerial approval for School Governing Body building projects/ leasing out of school property (Circular 18 applications). Keep track of correspondence and submissions issued in relation to physical resources projects. Facilitate enquiries regarding leases, rental payments, and Circular 18 applications. Management of requests from schools on private property. Perform general administrative duties such as maintaining Lease & property management databases and dealing with telephonic and email enquiries relating thereto. Assist with and facilitate a payment function in the directorate. Assist with the monthly lease calculations and sourcing of documents to facilitate payment of leases and suppliers. Assist with the processing of payments on BAS and BasInterface. Assist with document control for DFA to authorise payments on BASIS. Ensure compliance to internal policies and Standard Operating procedures. Support a proper filing system to document payments and related correspondence. Assist with updating a lease commitment register. Assist with a support function to the Property Management team. Perform an administrative support function to senior personnel.
<u>ENQUIRIES</u>	:	Mr. G Coetzee Tel No: (021) 467 9261
<u>POST 17/424</u>	:	<u>ADMINISTRATION OFFICER: PAYMENTS - CONTRACT</u> <u>ADMINISTRATION REF NO: 240</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognized 3-year qualification (degree or diploma) with 2 years' experience in the Supply Chain Management field dealing with payment of suppliers, LOGIS Payments and BAS Payments. Training Certificates (BAS & LOGIS) will be required, plus a valid driver's license. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and Financial legislation, Knowledge of LOGIS, BAS or similar transversal procurement systems or electronic quotation system or payment system. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organizational and planning skills; report writing, problem solving and numeracy skills.
<u>DUTIES</u>	:	Attend to the pre-authorisation of payments and/or final payments for goods delivered and services rendered within 30 days of receipt of the invoices (subject to compliance of all requirements). Attend to the receiving of goods delivered. Ensure that the reconciliation of statements and follow-up of outstanding invoices of service providers/suppliers are attended to accordingly. Assist with the enquiries on payments from officials and suppliers/service providers. Assist with the supervision and management of staff as required.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821.

<u>POST 17/425</u>	:	<u>ADMINISTRATION OFFICER: BID CALLER REF NO: 241 (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2-years practical experience in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus, Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<u>DUTIES</u>	:	Assist with the receipt and opening of bids; Issue letters of acceptance and Contract Forms to successful bidders and inform unsuccessful bidders and non-compliant bidders of the reasons for being unsuccessful or non-compliant; compile Service Level Agreements in consultation with Legal Advisory services and facilitate the signing of same by service providers; Consult various databases in the execution of assigned tasks; Evaluate bids/quotations received and determine capability and ability of recommended bidders; Verify bidder's declaration of interest; Apply the Preferential Procurement Policy; Compile memoranda to the Evaluation Committee, Quotation Committee, Bid Committee and delegated officials regarding the award, rejection or cancellation of offers received; Present recommendations at the Evaluation, Quotation and Bid Committee meetings; Advertise awards in line with prescripts; Undertake compulsory reporting.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821
<u>POST 17/426</u>	:	<u>ADMIN OFFICER: ASSET MANAGEMENT REF NO: 242 (X2 POSTS)</u> directorate: asset management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognized 3-year qualification (Degree or National Diploma) plus minimum 2 years appropriate experience in Procurement and/or Supply Chain Management with knowledge of Asset Management. A valid driver's license. Recommendation: Proficient in figures with mathematics or accountancy passed as a subject at senior certificate or tertiary level. Computer literacy in MS Word and Excel. Good verbal and written communication skills in at least two of the official languages of the Western Cape Province. Knowledge: Knowledge, interpretation and application of legislation which include: PFMA (Public Finance Management Act), Accounting Officers System and Treasury Regulations. Ability to work within a team as well as independently. Ability to prioritise and organise work whilst functioning under pressure to handle high volumes and meet strict deadlines. Thorough knowledge of Asset Management. Skills: Proficient in figures, with mathematics or accountancy passed as a subject at senior certificate or tertiary level. Computer literacy in MS Word and Excel. Good verbal and written communication skills in at least two of the official languages of the Western Cape Province.
<u>DUTIES</u>	:	Do reconciliations between all systems, i.e. BAS and LOGIS, maintain the WCED asset register and individual inventories by recording updates in respect of additions, movements, replacements, transfers, marking and bar-coding of assets, record the maintenance, operational condition and performance standards of assets, submit memoranda to the delegated person regarding the write-off of losses/damages and disposal of assets, dispose of written off assets, manage and record losses and report losses to the Lost Control Officer, manage and undertake stock takes and inspections at Head Office and District Offices, verify the existence of assets at the recorded locations, reconcile the physical stock take results with Logis/Hardcat, report on stock take results, assess the optimal utilisation of state assets and redeployment where necessary.
<u>ENQUIRIES</u>	:	Mr. A Betz Tel No: (021) 467 2804

<u>POST 17/427</u>	:	<u>ADMINISTRATION OFFICER: CONTRACT ADMINISTRATION REF NO: 244 (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2-years practical experience in contract management including purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures. PFMA, Treasury Regulations, Preferential Procurement and other applicable financial legislation; Knowledge of BAS, LOGIS or similar transversal procurement systems and electronic quotation systems. Skills: Computer literacy in MS Word, Excel, PowerPoint, Outlook, Teams and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<u>DUTIES</u>	:	Compile Service Level Agreements in consultation with Legal Service; Facilitate the signing of Service Level Agreements by service providers; Monitor and report on the quarterly performance of contractors; Administer breach of contract and default procedures in terms of the General and Special Conditions of Contract; Assist with queries from Contractors and Internal Stakeholders; Consider, compile and present memoranda to the Bid Committee and delegated official regarding the requests for price adjustments, cession of contracts, transfer, extension, expansion, amendment and termination of contracts; Liaise with Legal Services regarding the breach/termination of contracts and/or restriction of service providers/suppliers; Maintain the departmental Contract Register, Register of Complaints and Poor Performance and Register of Legal Advice sought; Monitor the contract expiry dates and liaise timeously with the end user in terms of the renewal of contracts; Consult various databases in the execution of assigned tasks; Consult with National Treasury regarding restriction/blacklisting of service providers/suppliers.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821.
<u>POST 17/428</u>	:	<u>ADMINISTRATION OFFICER: EPS BUYER REF NO: 245 (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least a total of 2-years administrative experience including that in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus, Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of LOGIS or similar transversal procurement systems or an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<u>DUTIES</u>	:	Clarify specifications with end users regarding their needs; Compile relevant bidding documents containing detailed specifications in line with the relevant bid requirements and a tentative time-line; Consult same with the end user for sign-off; Present specifications to the Specifications Committee for verification, where relevant; compile and submit memoranda to the relevant Quotation Committee(s) and Bid Committee and delegated official motivating the award of a quotation in line with the delegations; Create a sourcing event on the Electronic Procurement Solution (EPS); Request for Quotations (RFQs) for travel and accommodation related services; Advertise the event after determining possible suppliers for the commodity, using the Western Cape Supplier Evidence Bank (WCESB); Verify bidder's declaration of interest and B-BBEE status; Evaluate RFQs; Consult various databases in the execution of assigned tasks; determine the capability and ability of a recommended bidder; Clarify budget availability commensurate with cost of goods/services Issue letters of acceptance and contract documents to successful bidders; Deal with end user and supplier enquiries; assist suppliers to register on the supplier databases; Undertake on-line adjudication of approved events; Consult various

		databases in the execution of assigned tasks; Compile entire procurement pack compliant with all requirements; Assist with the receipt and opening of bids; Maintain various registers within the environment.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821
<u>POST 17/429</u>	:	<u>ADMINISTRATION OFFICER: BID EVALUATION REF NO: 246</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2-years practical experience in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders); plus, Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<u>DUTIES</u>	:	Assist with the receipt and opening of bids; Issue letters of acceptance and Contract Forms to successful bidders and inform unsuccessful bidders and non-compliant bidders of the reasons for being unsuccessful or noncompliant; compile Service Level Agreements in consultation with Legal Advisory services and facilitate the signing of same by service providers; Consult various databases in the execution of assigned tasks; Evaluate bids/quotations received and determine capability and ability of recommended bidders; Verify bidder's declaration of interest; Apply the Preferential Procurement Policy; Compile memoranda to the Evaluation Committee, Quotation Committee, Bid Committee and delegated officials regarding the award, rejection or cancellation of offers received; Present recommendations at the Evaluation, Quotation and Bid Committee meetings; Advertise awards in line with prescripts; Undertake compulsory reporting.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821
<u>POST 17/430</u>	:	<u>ADMINISTRATIVE OFFICER: LEARNING AND TEACHING SUPPORT MATERIAL(LTSM) REF NO: 249</u> Directorate: Institutional Resource Support (In Lib Serv)
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant recognised 3-year qualification (Degree or National Diploma) plus at least a total of 3-years administrative and 2-years supervisory experience in a supply chain management environment including that in a purchasing/selling environment; and Valid Driving Licence. Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge of Logis or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS Word, Excel, Access and Outlook (or similar e-mail tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.
<u>DUTIES</u>	:	Receive requisitions for the procurement of learner teacher support material; Clarify specifications with schools regarding their needs; Provide guidance to officials in capturing requisitions on LOGIS; Approve requisitions on LOGIS; Processing of procurement advice; Processing and approval of orders; Assist with the administration and pre-authorisation of payments; Capture and advise on LOGIS processes/functions in supply chain management; Maintain allocations and expenditure for LTSM; Compile entire procurement pack compliant with all requirements; Maintain various registers within the environment; Supervision of officials.
<u>ENQUIRIES</u>	:	Ms A Henriques Tel No: (021) 467 2767
<u>POST 17/431</u>	:	<u>SOCIAL WORKER REF NO: 127</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R325 200 per annum, (OSD)
<u>CENTRE</u>	:	Worcester

<u>REQUIREMENTS</u>	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker, and proof of payment of registration for 2024-2025; Grade 1: No experience; Grade 2: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Job Summary: To render a school social work service to Public Ordinary and Public Special Schools within the Education District. Knowledge: Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.
<u>DUTIES</u>	:	Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School-based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/432</u>	:	<u>SCHOOL LIBRARY SERVICE OFFICER: LIBRARY SERVICES REF NO: 213</u> District Office: Education District Office Overberg
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Caledon
<u>REQUIREMENTS</u>	:	National Senior Certificate and a relevant National Diploma or degree in Library and information Science or related. 1 year' relevant librarian experience. Valid driver's license. Knowledge: Library and Information Science Matters. Knowledge of National and Provincial Library Policies and Legislation. Knowledge of procedures and processes. Knowledge of National and Provincial Education Policies and Legislation. Knowledge of National Curriculum Statements. Skills: Organizing, problem solving, conflict management customer care and good interpersonal relations. Computer literacy (MS Word, Excel, SLIMS). Financial administration skills. Ability to work under pressure. Communication skills in 2 official languages. Analytical thinking.
<u>DUTIES</u>	:	Implementation of National and Provincial Libraries Policies: Assist Head Office with the development of Provincial/National Policies, Develop the District implementation plan for the role out of the School Library Policy, Information

sessions with different role players (Principals, teachers, district officials), Training of School Library Coordinators, Monitor the implementation of the School Library Policy at school level, Report on the implementation of the School Library Policy. Training and development of School library coordinator (Teacher, student, parent): Conduct a training need analysis, Identify School Library Coordinators for training and development purposes in the library within the district or at the CTLI, Plan and prepare training material, visual aids and other support material necessary to implement training, Present and facilitate targeted library courses, Liaise and develop partnership with other library based organizations/NGOs/ Museums / Public Libraries, Follow up session with school library coordinator with the implementation of the training, Support, monitor, evaluate and report on the implementation of the training intervention, Prepare summary report based program evaluations (External Service Providers), Support the nominations of teachers for the professional development as well as the provincial and national teachers awards. Implementation of DBE/WCED requirements for Special projects (library): Assist EDULIS with the compilation of the project plan, Manage the implementation of the project plan at the district level, Evaluate the roll-out of the special project, Report on the implementation of the DBE requirements for the special projects. Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library): Conduct site visits to provide guidance and supports during the development phases of the chosen School Library Model, Advise the type of model to be used according to national/provincial guidelines, Assist the Principal and SGB with the development and design of the School Library Model, Assist Directorate Physical Resource Planning and Property Management with recommendations regarding infrastructure (library) changes or refurbishments, Assist the Principal and SGB with the compilations of a school library committee (Centralised Library), Assist the committee with the compilation of the School Library Policy which should be aligned with the School improvement plan (mission and vision), Advise on management, administration, staffing and training, collection development, programmes and activities, marketing and advocacy , monitoring and evaluations, Collate and report monthly / quarterly / annually on library services. Promote and support reading and literacy programmes: Assist the curriculum/learner support component with projects and initiatives, Facilitate the process of provisioning of library materials (e.g., block loans from Edulis/ Public Libraries), Implement, promote and support international and national library and literacy celebrations (WCED minute/circulars), Manage the disseminations of donations of library materials/ resources from private organisations.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO).

POST 17/433 : **CHIEF ACCOUNTING CLERK REF NO: 207**
Directorate: Education District Office Metro South

SALARY : R325 101 per annum
CENTRE : Mitchells Plain
REQUIREMENTS : Matric / Grade 12 Certificate, 6 years relevant financial experience required. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture date, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) Skills: Computer operating skills (accounting system), Planning and organisation, Language, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks and Interpersonal skills.

DUTIES : Supervise and render financial accounting transactions. Receive and allocate payment advices. Verify payment advices and supporting documents for correctness, verification and approval. Draw Monthly Document Control Report and ensure the completeness of the payment batched. Ensure timeous submission of payment batches to Head Office. Supervise the filing of all documents. Supervise collection of petty cash. Supervise and payslip administration support services. Receive and distribute payslips and IRP5's. Obtain signatures. Supervise the filing of all documents. Supervise and render financial accounting transactions. Verify all financial transactions captured. Record debtors and creditors. Verify and process the processing of

		electronic banking transactions. Render a budget support service. Verify information collected from fund managers and feedback to them. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Responsible for the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervision of staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO).
<u>POST 17/434</u>	:	<u>CHIEF ACCOUNTING CLERK: ACCOUNTS RECEIVABLE (DEBTORS)</u> <u>REF NO: 229</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate with Accounting or Mathematics. At least 4-6 years relevant work experience in working/dealing with debts. Supervisory experience. Recommendation: The following will serve as strong recommendations: National Diploma in Financial Accounting, Knowledge and experience in Finance Directorate (debt follow up and collection of outstanding debt). Knowledge: Competencies: Knowledge of: Systems (PERSAL and BAS); PFMA; Treasury Regulations and other relevant legislation; reporting procedures; Skills: Computer literate with (MS Word & MS Excel) Excellent report writing skills; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	Follow up and collection of outstanding state debts. Preparing of referral cases to the Debt Collector/State Attorney. Write-off of irrecoverable debts. Check/Authorise BAS transactions. Check/Approve PERSAL transactions. Clearing of Debt suspense account. Manage debtor's database. Supervise and control subordinates and section. Answering audit queries and debt queries. Compiling monthly Accounts receivable reports for In Year Monitoring. Compile inputs to the Interim & Annual Financial Statements
<u>ENQUIRIES</u>	:	Ms C Adendorff Tel No: (021) 467 2506.
<u>POST 17/435</u>	:	<u>CHIEF ACCOUNTING CLERK REF NO: 231</u> Directorate: Financial Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate with Accounting or Mathematics. At least 4-6 years relevant work experience in working/dealing with debts. Supervisory experience. Recommendation: The following will serve as strong recommendations: National Diploma in Financial Accounting, Knowledge and experience in Finance Directorate (debt follow up and collection of outstanding debt). Knowledge: Competencies: Knowledge of: Systems (PERSAL and BAS); PFMA; Treasury Regulations and other relevant legislation; reporting procedures; Skills: Computer literate with (MS Word & MS Excel) Excellent report writing skills; Problem solving; Financial management, good interpersonal- and communication skills in at least two of the official languages of the Western Cape.
<u>DUTIES</u>	:	Follow up and collection of outstanding state debts. Preparing of referral cases to the Debt Collector/State Attorney. Write-off of irrecoverable debts. Check/Authorise BAS transactions. Check/Approve PERSAL transactions. Clearing of Debt suspense account. Manage debtor's database. Supervise and control subordinates and section. Answering audit queries and debt queries. Compiling monthly Accounts receivable reports for In Year Monitoring. Compile inputs to the Interim & Annual Financial Statements.
<u>ENQUIRIES</u>	:	Ms C Adendorff Tel No: (021) 467 2506
<u>POST 17/436</u>	:	<u>CHIEF ADMINISTRATION CLERK: COLLECTIVE BARGAINING: TRAINING AND ADMINISTRATION REF NO: 100</u> Directorate: Employee Relations
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town

<u>REQUIREMENTS</u>	:	Grade 12 plus 6-10 years clerical/administrative experience drivers Code 8 license. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of employee relations related process and systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998 Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Basic understanding of modern labour relations management / development and its processes, methods and techniques. Skills: Computer literate. Good written and oral communication skills. Numeracy, Literacy, Function as a team member. Sound organising and planning skills. Be able to solve problems and resolve conflict situations. Decision-making. Creative. Must have good interpersonal and leadership skills. Analytical skills. Teamwork and flexibility skills.
<u>DUTIES</u>	:	Controlling, ordering and issuing of Stationery, routine/not too complex correspondence, administering the filing system, maintenance and update statistics and records, keeping up to date registers, administration of the budget, Ensure the distribution of circulars, circular minutes and recording thereof within the Directorate, Supervision of sub-ordinates, guidance and support to the functionaries in terms of general administrative matters, control and payment of accounts procurement off goods and services for the directorate, planning layout and typing of documents in accordance with the policy and guidelines of the WCED.
<u>ENQUIRIES</u>	:	Ms D Syster Tel No: (021) 467 2399
<u>POST 17/437</u>	:	<u>CHIEF ADMINISTRATION CLERK: FACILITY: LOGISTICAL SUPPORT SERVICES REF NO: 129</u> District Office: Education District Office Cape Winelands
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Worcester Senior/Matric certificate plus 6 years relevant clerical experience. A valid driver licence. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills. Interpretation. Language (2 official languages of the western cape government).
<u>DUTIES</u>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff.
<u>ENQUIRIES</u>	:	Mr N Petersen Tel No: (023) 348 4600
<u>POST 17/438</u>	:	<u>CHIEF ADMINISTRATION CLERK: FACILITIES REF NO: 161</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum George Senior/Matric certificate plus 6 years relevant clerical experience years in logistical support. A valid driver licence. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; SCM policies and procedures; Disaster Management Act, 2002; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills.
<u>DUTIES</u>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational

		Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff. Monitor evaluate and quality control of various logistical support services within the district. Compile and submit weekly / monthly reports.
<u>ENQUIRIES</u>	:	Mr J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 17/439</u>	:	<u>CHIEF ADMINISTRATION CLERK: FACILITY: LOGISTICAL SUPPORT SERVICES REF NO: 186</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 years relevant clerical experience. A valid driver licence. To provide office support and facility management service at district level. Knowledge: Public Service Act, 1994 and Regulations; Departmental Acts, policies, circulars, processes and procedures; OHS Act, 1993 and regulations; Norms and standards for office accommodation; Record Management Act and procedures; Health and Safety Act. Skills: Communication skills; Organising skills; Presentation skills; Ability to motivate personnel; Problem-solving skills; Computer literacy; Ability to delegate effectively; Health and Safety Skills; Report writing; Interpersonal skills. Interpretation. Language (2 official languages of the western cape government).
<u>DUTIES</u>	:	Responsible for supervision of receptionist service at district level. Responsible for supervision of telecommunication service at district level. Responsible for infrastructure, accommodation and grounds. Responsible for Occupational Health and Safety at District Level. (District Office and Service Points). Supervision of employees/staff.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/440</u>	:	<u>CHIEF REGISTRY CLERK: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO:104</u> Directorate: Knowledge And Information Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Senior/Matric certificate with 3 years registry experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act. Knowledge of departmental policies and procedures. Skills: Communication skills; Interpersonal relations; Computer skills; Planning and organisation skills; Language (2 Official Languages); Good verbal and written communication skills; Report writing skills; Interpersonal skills.
<u>DUTIES</u>	:	Supervise and provide registry counter and driver / messenger service. Supervise the handling of incoming and outgoing correspondence. Supervise and render and effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise the receive and sending of faxes. Supervision of employees/staff.
<u>ENQUIRIES</u>	:	Mr. S Hansraj Tel No: (021) 467 2086
<u>POST 17/441</u>	:	<u>CHIEF REGISTRY CLERK: SERVICE BENEFITS REF NO: 113</u> Directorate: Service Benefits
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 senior certificate or equivalent qualification. A valid driver's license. Certificate in Records management. A recognized qualification in Records Management or Public administration or related field is an advantage. Good communication skills both written and verbal in at least two of the three official languages of the Western Cape. Minimum 3-5 years' experience in registry or records management environment. Proficiency in MS Office and understanding and experience in document management systems would be an advantage. Strong communication, leadership, planning, interpersonal and

		organizational skills. Knowledge: Departmental policies and procedures. Public Service Legislation and procedures. Relevant records Management and Archives Act/s and related instructions. Knowledge of Labour Relations. Knowledge of electronic document management systems Skills: Communication skills. Interpersonal relations/teamwork skills. Ability to interpret and apply policies and guidelines. Managerial/Supervisory skills. Computer literacy skills. Problem solving skills.
<u>DUTIES</u>	:	Oversee HR registry operations, ensuring accurate record keeping, safe storage and efficient retrieval of information. Supervise and coordinate activities of the HR registry team. Manage the receipt, classification, indexing, filing, tracking and dispatch/movement of HR-related documents. Maintain both manual and electronic records in accordance with the WCED records management policies. Implement procedures for the safe storage and timely disposal of records as per the National Archives and Records Service Act and Western Cape Archive and Records Service Act. Ensure confidentiality and integrity of sensitive of HR. records. Provide training, guidance and performance support to registry staff. Perform all supervisory functions with regard to the registry clerks. Liaise effectively and efficiently with all relevant stakeholders. Prepare reports and support audits and compliance checks.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 17/442</u>	:	<u>CHIEF REGISTRY CLERK: LOGISTICAL SERVICES REF NO: 134</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with 3 years registry experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act. Knowledge of departmental policies and procedures. Skills: Communication skills; Interpersonal relations; Computer skills; Planning and organisation skills; Language (2 Official Languages); Good verbal and written communication skills; Report writing skills; Interpersonal skills.
<u>DUTIES</u>	:	Supervise and provide registry counter and driver / messenger service. Supervise the handling of incoming and outgoing correspondence. Supervise and render and effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise the receive and sending of faxes. Supervision of employees/staff.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/443</u>	:	<u>CHIEF REGISTRY CLERK REF NO: 197</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	Senior/Matric certificate with 3 years registry experience. Knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act. Knowledge of departmental policies and procedures. Skills: Communication skills; Interpersonal relations; Computer skills; Planning and organisation skills; Language (2 Official Languages); Good verbal and written communication skills; Report writing skills; Interpersonal skills.
<u>DUTIES</u>	:	Supervise and provide registry counter and driver / messenger service. Supervise the handling of incoming and outgoing correspondence. Supervise and render and effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and / disposal. Supervise the receive and sending of faxes. Supervision of employees/staff
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133

<u>POST 17/444</u>	:	<u>TRANSPORT CONTROL OFFICER REF NO: 204</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 years clerical experience. A valid drivers' licence. Knowledge: Public Service Act and Regulations. PFMA and Treasury Regulations. Department of Transport Policies (GG Transport). WCED Acts, policies, circulars, processes and procedures Skills: Financial. Interpretation of prescripts. Organising and planning. Report writing. Motivation. Interpersonal. Communication (2 official languages).
<u>DUTIES</u>	:	Monitor, maintenance and control the GG fleet at the district. Apply and register new GG users with GMT and provide all relevant documentation. Monitor the update of motor drivers' licenses register (file) of all personnel. Monitoring all trip authorities and garaging. Monitor that the drivers of vehicles have knowledge of prescribes contain in the transport circular for usage by providing a copy of the circular in the logbook. Monitor that all trips are recorded in the logbook. Ensure that control over toll card systems by verifying with trip authority and register as well as verification for payment to GMT. Monitor that all logbooks are signed off at the end of every month, verified and submitted to Head Office and GMT. Expenditure as indicated in the logbook is verified with the invoice of GMT before payment is done. Compile and submit monthly utilisation report to Head office. Management of fleet on a daily basis. Monitoring of registers (daily incoming, outgoing and security) for control purposes. Allocate pool vehicles to users for optimal use. Monitor the daily inspection of vehicles after trips and execute necessary actions. Reconcile GG invoice with utilisation report and verify the expenditure for payment by Head Office. Liaise with GMT for replacement vehicles. Check claims for damage submitted by GMT, verify and submit to Head Office for payment. Ensure that vehicles are roadworthy, serviceable, licenced and parked securely. Organise service of vehicles, replacements of tires, batteries and cleaning of vehicles. Coordinate and facilitate the administration of fines. Analyse the database and follow-up on disciplinary actions. Ensure that in the case of accidents, the driver reports it to the SAPD and the accident report is handed in by the official. The transport officer coordinates and finalise the accident report. The transport officer is responsible for the organising of breakdown services. Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users for GMT. Coordinate and manage the submission of log sheets / accident reports / fines and holiday garaging for Public Special School vehicles. Order taxi transport as per request from GMT. Responsible for the collection, verification and filing of taxi trip authorizes. Verify of invoice of GMT before sending for payment. Administer, verify and monitor the use of rentals. Receive application for use of private rental cars. • Responsible to collect and inspect rental cars. Ensure that vehicle is entered into the rental register, open logbook and follow procedure of GG-vehicles up to payment. Supervision of employees/staff General supervision of employees. Allocate duties and do quality control of the work delivered by employees. Advice and lead employees with regard to all aspects of work. Assess staff performance. Development of employees to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and promote the maintenance of discipline. Participation in the recruitment and selection of staff, where required.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO).
<u>POST 17/445</u>	:	<u>PERSONAL ASSISTANT: INCLUSIVE EDUCATION & SPECIAL PROGRAMMES REF NO: 67</u> Chief Directorate: Inclusive Education & Special Programmes
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Good communicator, creative, innovative skills and well-organised. Knowledge on the relevant legislation/ policies/ prescripts and procedure; Basic financial administration, proactive and organized with proven business report writing

and excellent communication skills. Good office and financial administration. Computer literate and fully aware of good social media etiquette. Knowledge of financial systems (BAS and PERSAL), IMS and J-track will be an advantage. Skills: Sound planning and organising skills; minute taking; Communicate effectively (written and verbally); Advanced typing, Ability to deal enquiries/complaints pertaining with a wide variety of functions/ activities within the Department.

DUTIES : Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office Manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met; schedule expenditures; analysing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.

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

POST 17/446 : **PERSONAL ASSISTANT: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 68**
Chief: Business Intelligence Management

SALARY : R325 101 per annum
CENTRE : Cape Town
REQUIREMENTS : Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and a minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Skills: Sound planning and organising skills; Communicate effectively (written and verbally); Advanced typing.

DUTIES : Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintain a record system, manage assets and record minutes of meetings. Render administrative support services in Directorate. Provide support to manager regarding meetings including logistical arrangements, keeping track of due dates. Analyse information and compile complex documents/ submissions /reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. Remains up to date with regard to prescripts /policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Mr. IE de Vega Tel No: (021) 467-9323

POST 17/447 : **PERSONAL ASSISTANT REF NO: 78**
Directorate: Infrastructure Delivery Management

SALARY : R325 101 per annum

<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and a minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Knowledge of the relevant legislation/ policies/ prescripts and procedure; Basic financial administration. Computer literacy in MS Word, MS PowerPoint and MS Excel, Knowledge of financial systems e.g., BAS and PERSAL, IMS and J-track, will be an advantage. Skills: Sound planning and organising skills; Communicate effectively (written and verbally); Advanced typing.
<u>DUTIES</u>	:	Plan activities for example: diary management, travel itineraries, document flow in the office, do basic research. Provide a secretarial/receptionist support service to the Directorate, which includes procurement, maintain a record system, manage assets and record minutes of meetings. Render administrative support services in Directorate. Provide support to manager regarding meetings including logistical arrangements, keeping track of due dates. Analyse information and compile complex documents/ submissions /reports of strategic nature for the HoD and members of Top and Senior Management. Draft submissions, letters, internal memorandums etc. Remain abreast with the procedures and processes that apply in the office of the manager. Establish and maintain procedures and processes to support the smooth functioning of the Directorate. Render Support to the Director with budget management including claims, procurement claims, etc. Remains up to date with regard to prescripts /policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 17/448</u>	:	<u>PERSONAL ASSISTANT: CURRICULUM FET REF NO: 90</u> Directorate: Curriculum FET
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Good communicator, creative, innovative skills and well-organised. Knowledge on the relevant legislation/ policies/ prescripts and procedure; Basic financial administration, proactive and organized with proven business report writing and excellent communication skills. Good office and financial administration. Computer literate and fully aware of good social media etiquette. Knowledge of financial systems (BAS and PERSAL), IMS and Jtrack will be an advantage. Skills: Sound planning and organising skills; minute taking; Communicate effectively (written and verbally); Advanced typing, Ability to deal enquiries/complaints pertaining with a wide variety of functions/ activities within the Department.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office Manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met; schedule expenditures; analysing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.

<u>ENQUIRIES</u>	:	Ms G Schreuder Tel No: (021) 467 2564
<u>POST 17/449</u>	:	<u>PERSONAL ASSISTANT: CURRICULUM GET REF NO: 92</u> Directorate: Curriculum General Education Training
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Kuils River
<u>REQUIREMENTS</u>	:	Matric Qualification; an accredited Secretarial/Office Administration Diploma/ Certificate and minimum of 3 years relevant experience in rendering administrative support services to management. Knowledge: Good communicator, creative, innovative skills and well-organised. Knowledge on the relevant legislation/ policies/ prescripts and procedure; Basic financial administration, proactive and organized with proven business report writing and excellent communication skills. Good office and financial administration. Computer literate and fully aware of good social media etiquette. Knowledge of financial systems (BAS and PERSAL), IMS and Jtrack will be an advantage. Skills: Sound planning and organising skills; minute taking; Communicate effectively (written and verbally); Advanced typing, Ability to deal enquiries/complaints pertaining with a wide variety of functions/ activities within the Department.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the HoD, which include organising and maintaining diaries and making appointments. Rendering administrative support services in the office of the HoD; producing documents, briefing papers, reports and presentations. Provide support to HoD and Office Manager regarding meetings. Analyse information and compile complex documents/submissions of strategic nature for the MEC, HoD and members of Top Management, Draft submissions, letters, internal memorandums etc. Remain abreast with the policies, procedures and processes that apply in the office. Support the Office Manager with budget management; ensure financial objectives are met; schedule expenditures; analysing variances; initiating corrective actions and report back to Office Manager. Assist Office Manager in mentoring staff/interns in office. Ability to project manage events and plan ahead; contribute to team effort and success of projects with Office Manager. Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement required by the HoD. Devising and maintaining effective and efficient office systems, including data management and filing. Arranging travel, visas and accommodation. Taking minutes of meetings or provide general assistance during presentations. Screening phone calls, enquiries and handling all requests. Meeting and greeting visitors at all levels of seniority. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager. Organising meetings and ensuring the manager is well prepared for meetings. Liaising with clients, suppliers and other staff. Carrying out background research and presenting findings.
<u>ENQUIRIES</u>	:	Dr. G Schreuder Tel No: (021) 467 2564
<u>POST 17/450</u>	:	<u>SCHOOL LIBRARY SERVICE OFFICER REF NO: 182</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	A relevant National Diploma or degree in Library and information Science or related. 1-year relevant librarian experience. Valid driver's licence. Knowledge: Library and Information Science Matters. Knowledge of National and Provincial Library Policies and Legislation. Knowledge of procedures and processes. Knowledge of National and Provincial Education Policies and Legislation. Knowledge of National Curriculum Statements. Skills: Organising, problem solving, conflict management customer care and good interpersonal relations. Computer literacy (MS Word, Excel, SLIMS). Financial administration skills. Ability to work under pressure. Communication skills in 2 official languages. Analytical thinking.
<u>DUTIES</u>	:	Implementation of National and Provincial Libraries Policies. Training and development of School library coordinator (Teacher, student, parent). Implementation of DBE/WCED requirements for Special projects (library). Provide guidance and support to Public and Special Ordinary School with the development and maintenance of the appropriate School Library Model and Service (Classroom- / Cluster - /Mobile- /Centralised- Community School library). Promote and support reading and literacy programmes.

<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) (021) 938 3133.
<u>POST 17/451</u>	:	<u>CALL CENTRE AGENT: SAFE SCHOOLS REF NO: 70</u> Directorate: Institutional Management & Governance
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A relevant Diploma with 3 years appropriate experience. Excellent communication skills in at least two of the official languages of the Western Cape (isiXhosa, English, Afrikaans).; Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or debriefing. Knowledge: A good understanding of schools / institutions and the dynamics Skills: Must be able to work in a team. Must be polite, reliable, self-motivated and have good interpersonal skills. Good customer service skills. Ability to work under pressure. Active listener and analytical thinker. Professional telephone manner. Be computer literate. Ability to stay calm in an emergency and under pressure. Counselling and debriefing skills. Commitment to ongoing knowledge and skills development. Knowledge of school dynamics. Good written communication and documentation skills.
<u>DUTIES</u>	:	Providing a rational safety risk analysis in school issues/crime. Providing a first line of support to victims of abuse, violence and crime. Managing different categories of victims using psychological management plans to prevent post-traumatic stress disorders. Assessing the situation and identifying, addressing and facilitating the counselling and referral on concurrent issues, using a multi-modal approach. Plan crisis interventions for different categories of crime. Act as referral agency for all calls registered. Provision of rapid response support with regard to gang presence on school premises, and gang intimidation, threats, shootings and killings. Provision of immediate support and advice to schools in instances of vandalism and property damage, physical assault, stabbing and general fighting/ warfare. Provision of an information service to learners, educators, parents, support staff, governing bodies, with regard to issues such as rules, regulations and legislation when it comes to rights, responsibilities/ obligations. Rendering support and advice, or referring calls dealing with safety-related phenomena, including HIV/AIDS, substance abuse, trauma, teenage pregnancies, abortion and general queries. Serving as a crisis management team when required. Psychoeducation of client and relevant family members. Collect and analyse data. Utilising the Safety Management budget.
<u>ENQUIRIES</u>	:	Mr. William JS Jantjies Tel No: (021) 467 2611/3
<u>POST 17/452</u>	:	<u>ADMIN OFFICER: MARKING SERVICES REF NO: 80</u> Directorate: Assessment Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate 3-year degree/diploma with 3 years relevant experience in an administrative, or educational environment OR a matric qualification with at least 5 years relevant experience in an administrative, or educational environment; Valid Driver's licence. Recommendation: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and processes. To manage and support the administration, appointment and training of marking officials as well as all other activities related to marking processes to ensure quality marking within the province. Knowledge: Knowledge of Project Management. Relevant National and Provincial legislation and regulations pertaining to Finance. Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC- and NSC). Education Department Service Delivery Charter (Batho Pele). Western Cape Education Department Service Delivery Model. PFMA (1999) as amended. Good written and verbal communication skills. Numeracy skills. Literacy skills. Team building. Motivational. Planning and organizing. People management skills. Computer literacy (Microsoft Office and Excel). Project Management. Personal Attributes: Confidentiality. Able to work under pressure. The ability to handle conflict. The ability to lead and direct teams Innovative. Problem solving. Willing to work longer hours, often beyond the call of duty. Willing and able to drive a government vehicle when necessary.
<u>DUTIES</u>	:	To manage and support the marking processes and appointment of marking officials in the Western Cape Education Department (WCED). Appointment of

		markers, marking officials and mark-checkers. Administer the competency test processes. Administer and support the pre-marking, remarking/rechecking/viewing processes. Administer and support the marking standardisation meeting processes. Administer and support the establishment of marking centres and marking centre logistics. Render a supervisory function.
<u>ENQUIRIES</u>	:	Mr. F Salie Tel No: (021) 467 2572
<u>POST 17/453</u>	:	<u>ADMIN OFFICER: SYSTEMS LIBRARIAN REF NO: 86</u> Directorate: Cape Teaching & Leadership Institute
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Kuilsriver
<u>REQUIREMENTS</u>	:	3 year post matric qualification in Library and Information Science or Information Systems with at least 2 years relevant library experience or information systems experience. A valid driver's licence. Knowledge: Library and/or Information systems; Computer (hardware and software) and networks; Advanced Online services: MS Office packages; Library and/or Information procedures; Library organization; Internet searches and information retrieval. Skills: Supervisory skills; Problem solving; Ability to prioritise and organise; Ability to trouble shoot; Analytical thinking; Sound judgement; Good communication; Ability to communicate in at least 2 of the official languages of the Western Cape; Very high degree of computer literacy.
<u>DUTIES</u>	:	Assist the Systems Administrator with the SLIMS Helpdesk by investigating and resolving logged issues; by participating in the SLIMS user workshops; by testing the functionality of the library system; by managing the library barcoding system Assist with the asset management of library material by verifying the data on the asset register; by completing library material stock takes at all library sites Provide training to SLIMS sites Assist EDULIS personnel by providing basic first line support for software, hardware and network problems; by keeping a database of all computer equipment Assist with special projects, as required.
<u>ENQUIRIES</u>	:	Mr T Cloete Tel No: (021) 957- 9626
<u>POST 17/454</u>	:	<u>ADMIN OFFICER: ICT CO-ORDINATOR: GOVERNANCE REF NO: 87</u> Directorate: Cape Teaching & Leadership Institute
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Kuils River
<u>REQUIREMENTS</u>	:	Three years post school qualification. Recommendation: IT related qualification. Driver's license Code B. No experience required. Relevant experience in ICT environment will be advantageous. Knowledge: Knowledge of relevant legislation/policies/prescripts and procedures. Basic financial administration. Proven IT knowledge and competence. Knowledge of information management systems. Basic knowledge of Learning Management System. Skills: Numeracy. Literacy. Typing. Computer Literacy. Language skills. Project Management Other: Analytical skills. Technical skills. Written and verbal competence in two of the three official languages of the Western Cape. Interpersonal skills to work with internal and external clients. Ability to work independently and accurately. Supervisory skills.
<u>DUTIES</u>	:	Render general administrative support services. Ensure and advise on the effective flow of information and documents to and from the component. Ensure the safekeeping of all documentation in the in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. a. Progress reports. Monthly reports. Management reports. Scrutinise routine submissions/ reports and make abbreviated notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collate information requested by Manager. Ensure that travel arrangements are well coordinated. Provide support with regards to procurement and financial processes to the component. Render advice and liaise with regards to administrative matters. Remain abreast on WCED administrative policies, as well as procedures and processes that apply to the component. Study the relevant Public Service and departmental prescripts/policies and other documents in order to ensure that the application thereof is understood properly. Remain abreast with compilation of reports and submissions on request. Provide line administrative support with regards to systems and databases. Coordinate information management systems services. Participate

in collaboration with CEI to develop and maintain an on-line integrated professional development system. Generate trend analysis reports. Support day-to-day running of the system. Maintain and support Learning Management system (LMS) and CTLI website. Provide technical support and maintenance for the LMS in collaboration with CEI. Install, configure, and publish LMS system. Monitor system health and resolve underlying issues. Assist and liaise w.r.t. Server configuration including setting up and maintaining. Participate in developing and maintaining standard operating procedures and work instructions. Liaise with stakeholders regarding system upgrades. Provide support with plug-ins. Perform course backups and restorations. Provide course administration support on the LMS. Create and control user profiles. Control roles and permissions. Theme customisation. Course uploads. Setup configure Course completion Criteria, Badges, Certificates. Provide relevant reports to management and training coordinators. Implement/develop reporting solutions. Provide server information analysis and reporting metrics. Provide informal systems training and support to users. Support advocacy and communication of CTLI services. General social media initiatives. Stakeholder management. Day-to-day running of marketing and social media platforms, including CTLI website. Coordinate the maintenance of the ICT infrastructure at the CTLI. Liaise with CEI and other stakeholders regarding IT related matters in terms of the following: Trouble shoot, diagnose, and resolve hardware, software, and network problems. o Keep a faults and repairs log. Hardware and software installations and upgrades. Source and procure up-to-date ICT equipment and solutions. Draw up technical specifications. Complete ITOPSCOM applications. Arrange site meetings for procurement. Assist with contract management. Coordinate the deployment of ICT, sound and audio-visual equipment for training interventions and office administration functions. o Monitor control mechanisms for the movement of ICT equipment. Coordinate the set-up and uninstallation of ICT equipment as required for all interventions and meetings at the CTLI. Coordinate the provision of sound and projection support for interventions. Coordinate the distribution of refreshed technology. Coordinate the disposal of IT equipment. Coordinate the provision of ICT technical support for training interventions and administration functions.

ENQUIRIES

: Ms M. Van Wyk Tel No: (021) 900 5026

POST 17/455

: **ADMINISTRATION OFFICER: E-LEARNING ADMINISTRATIVE SUPPORT OFFICER REF NO: 94**
Directorate: E-Learning

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum
:
: Cape Town
:
: 1 year post matric qualification. At least 2 years relevant administrative experience. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Recommendations: Valid driver's license. Experience in web development, instructional design, administration of online platforms or digital environments will be an advantage. Knowledge: Knowledge of procurement processes, requisition processes. Knowledge of Public Finance Management Acts (PFMA, SITA). Knowledge of eLearning Vision, White paper 7 Skills: Computer literacy specifically in Web development, Online and Digital platforms. Communication specifically in Social Media with excellent Oral Skills. Analytically and systems thinking ability. Be able to work as part of a team. Report writing. Sound administration. Good organisational skills.

DUTIES

: Provide administrative support eLearning project office: Assist management support staff in all administrative duties. Liaise with the different units at head office and districts with respect to administrative aspects related to e-Learning. Develop and maintain processes and systems that will contribute towards improving efficiency in the office. Work within the established systems to perform all core functions effectively, efficiently and timeously. Obtain inputs, collate and ensure that effective records are kept of the activities and resources related to all the eLearning projects. Assist with all aspects of administration of projects, e.g. database of training, digital resources, R&D reports. Keep a meaningful correspondence and filing system for easy access. Assist with any other tasks that contributes to the functions of eLearning Directorate as delegated by the Director and CES/Deputy Director. Administer and keep records of office assets, S&T claims and travel, incl. Government transport (GG) applications. Coordinate logistical arrangements for meetings when required. Prepare brief notes for meetings as required. Draft Project-related

documents as required. General administrative duties (e.g., data capturing, opening files, keeping records, taking minutes of meetings, uploading information on various online systems.). Provide support to eLearning portfolios: Enabling Environment: Assist with all processes for the preparation of documentation for procurement of ICT equipment, hardware and infrastructure rollout; assist with project rollout progress; follow through on queries; assist with data capturing; other general administration tasks; assist with the communication to districts and service providers. Capacity Building Environment: Assist with training claims, queries, setup and preparation for online training; communication on training schedules, registers; Administrative support to DCES in charge of social media platforms; Conference logistical; booking of conferences; assist with the writing of submissions; checking and verifying of contract management processes and portfolio of evidence; Digital Online Resources and platforms: Provide administrative assistance for the digitization of content, uploading to online platforms, first-line support to officials and users on various online systems, responding to questions; creating of accounts and reset of passwords. Apply relevant knowledge/skill to Web presence, development and growth of online platforms and digital environment Liaise with internal and external stakeholders. Reporting and Administration: Regularly inform CES, Deputy Director, DCES and Assistant Directors of any problems related to the core functions. Report on risks, trends and general Frequently Ask Questions (FAQ). Obtains, inputs, collates and compile reports, e.g. progress reports, monthly reports as required. Assist with any other tasks that contributes to the functions of the E-Learning directorate as delegated by the CES, Deputy Director and Director. Administrative support to various contracts with Service Providers (e.g. Maths Curriculum Online, e-Portal, LAN). Mr C Walker Tel No: (021) 467 2351

ENQUIRIES

:

POST 17/456

:

ADMIN OFFICER: PROVINCIAL PRINTING REF NO: 103 (X3 POSTS)
Directorate: Exams And Printing Administration

SALARY

:

R325 101 per annum

CENTRE

:

Maitland

REQUIREMENTS

:

An appropriate degree/diploma with 3 years relevant experience in an examination and or educational environment OR a matric qualification with at least 6 years relevant experience in an examination and or educational environment; and proven computer literacy. Valid Driver's license. Knowledge: Knowledge: Project Planning Relevant National and Provincial legislation and regulations pertaining to Finance Relevant National and Provincial legislation and regulations pertaining to Human Resource Management SA Schools Act (as revised) General and Further Education and Training Quality Assurance Act (as revised) Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET) Education Department Service Delivery Charter (Batho Pele) Western Cape Education Department Service Delivery Model PFMA (1999) as amended New developmental trends in the printing industry. Skills: Written and verbal communication (at least 2 official language of the province) Numeracy skills Literacy skills Team building Motivational Planning and organizing People management skills Computer literacy (Microsoft Office) Writing Skills Project Management Driver's License minimum requirement B.

DUTIES

:

Administer the Quality Assurance and Printing Process for examination materials Administer all other printing processes training and curriculum materials. Oversee the sealing process for question papers and other printing. Administer the stocktaking and storeroom for the printing consumables. Administer the process for repairs and maintenance of reprographic equipment. Oversee that Security requirements are in place in the Printing Room. Oversee software related matters for the printing equipment. Supervisor, plan and organise the work of print operators. Prepare the printing plans for examination and curriculum material. Record and report on quality assurance and printing.

ENQUIRIES

:

Ms L Bredenkamp Tel No: (021) 467 2945

POST 17/457

:

ADMIN OFFICER: EARLY CHILDHOOD DEVELOPMENT FUNDING REF NO: 121 (X2 POSTS)
Directorate: Early Childhood Development

SALARY

:

R325 101 per annum

<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1- year relevant experience. Knowledge: PFMA, No 1 of 1999. Treasury Prescripts. Financial Delegations. NPO Act Policy on Financial Awards. Guidelines for the Implementation of the Policy on Financial Awards. Skills: Ability to motivate own ideas and approaches. Ability to break down problems into manageable parts and identify solutions. Ability to listen well and be receptive to the ideas of others. Ability to manage conflict. Ability to communicate (verbally or in writing) with ease and confidence. Ability to speak in public and make presentation to large or small groups. Ability to use desktop communication and information technology resources including MS Office software. Planning and organising. Problem solving. Training. Supervision/Management of staff. Interpersonal relations. Budgeting.
<u>DUTIES</u>	:	Verification of prescribed documents for payment: Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions. Render a support function to Programme Offices. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 467 2584
<u>POST 17/458</u>	:	<u>ADMIN OFFICER: MONITORING REF NO: 123</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Relevant National Diploma/NQF level 5/ B Degree/NQF Level 6 (1-2 years post-school qualification and 3-5 years relevant experience. Competency in at least two official languages. Knowledge: Knowledge of M&E systems. Knowledge of applicable legislation. Knowledge of norms and standards. Information management. Public administration. Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.
<u>DUTIES</u>	:	Assist with the development of monitoring and review systems. Assist with the evaluation of the current systems and recommend improvements. Support the development of monitoring tools and systems. Implement monitoring tools and systems. Conduct Financial and Governance assessments for existing and new ECD Facilities Arrange and conduct site visits. Compile monitoring reports. Monitor and review services rendered by the NPO /ECD Programmes in line with the Provincial /National policy frameworks. Analyse progress report, administer quarterly and annual compliance assessments including site visits. Write reports with recommendations and corrective plans. Administration of the Non-Financial Data (NFD) process: Check the correctness of reporting templates. Review supporting documents, previous Monitoring and Evaluation reports. Report on any outstanding documents. Populate the payment activation grid and send to manager. Perform Quality Assurance Monitoring, Rapid Response, Non-Financial data Monitoring. Norms and Standards checking at facilities. Capacitate, support and develop ECD facilities.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 467 2584
<u>POST 17/459</u>	:	<u>ADMIN OFFICER: HEAD CURRICULUM SUPPORT REF NO: 136</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Diploma (1 -2 years post matric qualification) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Render line administrative support services: Management support staff in all administrative duties. Develop and maintain processes and systems that will

contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Curriculum Support Component Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Component Curriculum Support and advise/ sensitise the office, e.g.: (i) Progress reports(ii) Monthly reports (iii) Management reports. Assist with monitoring and evaluating the Performance of the Curriculum Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Curriculum Support Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate curriculum data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the information systems for curriculum projects. (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Curriculum Support Component through Issue Management System (IMS). Coordinate projects development queries -related parliamentary/ ministerial enquiries referred to the Curriculum Support Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Curriculum Support Component. Assist the Head Curriculum Support in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the Unit for supply chain management. Coordinate evidence/ supporting documents for the Curriculum Support. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: (i) Arrange for the placement of project related items on the agenda of meetings chaired by the Head Curriculum Support, and to ensure circulation of accompanying memoranda. Manage the procurement of standard items: like stationery, refreshments etc. for the Curriculum Support Component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Curriculum Support Component. Compile reports and submissions on request.

ENQUIRIES

: Mr N Petersen Tel No: (023) 348 4600

POST 17/460

: **ADMINISTRATION OFFICER: ASSESSEMENT AND EXAMINATIONS REF NO: 140**

District Office: Education District Office Cape Winelands

**SALARY
CENTRE**

: R325 101 per annum
: Worcester

REQUIREMENTS

: Three-year diploma or NQF level N6 qualification. Proficiency in at least in two of the three official languages of the Western Cape Province. Knowledge: Experience in an administrative or academic support role. Familiarity with learner information and examination management systems. Basic understanding of National and Provincial assessment timetables. Skills: Excellent verbal and written communication (to liaise with principals, teachers, and members of the public). Strong numerical aptitude for verifying candidate lists, timetables, and mark schedules. High level of accuracy and attention to detail in data capture and document control Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and electronic database systems. Reliable organizational and time management skills to meet strict examination deadlines. Discretion and integrity in handling confidential learner and examination materials. Customer service orientation, with ability to respond professionally to queries. Able to work in a challenging environment.

DUTIES

: Examination Administration: Assist with organizing and scheduling internal district examinations in line with academic calendar of WCED and district.

Liaise and assist Assessment Coordinator, Phase Coordinators and schools to ensure smooth delivery of all internal SBA and external examination. Assist with the preparation and distribution of exam timetables, room bookings, seating plans, and materials. Assessment Administration: Ensure timely collation, processing, and recording of learner assessments, and final exam results. Support the operation of assessment committees (SAIC & DAIC), including preparation of documentation and minutes. Assist with verification of accurate teacher and learner records in examination and assessment systems. Ensures that all national and provincial policies and procedures are communicated with all schools. Prepare reports, statistical data, and analysis for internal use and external audits/ accreditation bodies. Serve as a point of contact for assessment-related queries from public. Assist with assessment accommodations and concessions. Use and navigate student record systems (E.g. EIS). Ensure secure handling of confidential materials and data protection compliance.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 17/461 : **ADMIN OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 187**
District Office: Education District Office Metro North

SALARY : R325 101 per annum
CENTRE : Parow
REQUIREMENTS : years post matric qualification plus 3 years relevant clerical/administrative experience. Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion when necessary Ability to consult Accountability. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.

DUTIES : Management support staff in all administrative duties. component. and Oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Ms W Horn Tel No: (021) 938 3133

POST 17/462 : **HUMAN RESOURCE OFFICER: SERVICE BENEFITS REF NO: 112**
Directorate: Service Benefits

SALARY : R325 101 per annum
CENTRE : Cape Town
REQUIREMENTS : An appropriate National Diploma or Degree in Human Resources plus 3 years relevant experience in Human Resources or Senior Certificate with a minimum of at least 6 years relevant experience. Knowledge: Knowledge Relevant Education and Public Service Acts, Regulations; Policy documents; Public Finance Management Act; Education Law and Policy; Disciplinary Codes and

		Procedures; CORE & Compensation Management, Collective Agreements, SPMDS and PERSAL. Skills: Interpersonal, Problem Solving and Organising skills; Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); MS Outlook and PERSAL. Communication skills in at least two official languages of the Western Cape Province.
<u>DUTIES</u>	:	General administrative duties with regard to service benefits and conditions of service. Implementation of applicable policies. Salary administration. Leave administration. Exit management service. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 17/463</u>	:	<u>ADMIN OFFICER: ADMIN SUPPORT OFFICER REF NO: 73</u> Directorate: Business Strategy & Stakeholder Management
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Appropriate 3-year tertiary qualification (National Diploma/ B degree or higher qualification. A minimum of 1year relevant experience. Knowledge: Knowledge of general office administration. ability to use IT software package, with the ability to use MS package, PowerPoint, and MS Excel on an intermediate/ advance level. Knowledge of conducting basic research and data analysis. Knowledge and understanding of the following: Monitoring and Evaluation Systems. Framework for Managing Performance Information, Departmental Strategic and Annual Plans, Financial Management Systems (FMS); Public Financial Management Act (PFMA). Policy Framework for the Government-wide Monitoring and Evaluation System) Information management; Public administration; knowledge of and experience in database management Skills: Decision making; problem solving. Planning and Organising. Written and verbal communication skills. Report writing. Analytical problem solving. Research skills.
<u>DUTIES</u>	:	Provide effective office administration and management support services to the component. Provide support to management in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Provide effective guidance and advice on the flow of information and documents, to and from the directorate. Ensure that effective records are kept of the activities and resources of the directorate. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Track completion of activities and deliverables of department. Maintain a filing systems and electronic record keeping. Perform ad-hoc functions to support directorate. assist with the development of monitoring and review systems, assist with the governance assessments of performance information; Monitor and review services rendered by the directorate in line with the Provincial/ National policy frameworks. Administration of the non-financial data (NFD) process and compile reports. HR administration.
<u>ENQUIRIES</u>	:	Mr. IE de Vega Tel No: (021) 467-9323
<u>POST 17/464</u>	:	<u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 6 REF NO: 139</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. To administer the office of the Circuit Manager and provide support to the circuit. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Mr N Petersen Tel No: (023) 348 4600
<u>POST 17/465</u>	:	<u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 4 REF NO: 150</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Knysna
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 17/466</u>	:	<u>ADMIN SUPPORT OFFICER: CIRCUIT 8 REF NO: 173</u> District Office: Education District Office Metro Central
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel

		itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<u>POST 17/467</u>	:	<u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: DISTRICT CIRCUITS REF NO: 198</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/468</u>	:	<u>ADMIN OFFICER: ADMIN SUPPORT OFFICER: CIRCUIT 6 REF NO: 203</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes.

		Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/469</u>	:	<u>ADMIN SUPPORT OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 210</u> District Office: Education District Office Metro South
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Mitchells Plain 2 years post matric qualification plus 3 years relevant clerical/administrative experience. Additional Requirements: Ability to be creative Flexibility Using your own trusted discretion when necessary Ability to consult Accountability. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages &; sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<u>DUTIES</u>	:	Management support staff in all administrative duties. component. and Oversee and provide effective guidance and advice on the flow of information and documents, to from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Coordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the supply chain management. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<u>POST 17/470</u>	:	<u>ADMIN SUPPORT OFFICER: PEOPLE MANAGEMENT REF NO: 214</u> District Office: Education District Office Overberg
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Caledon
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.
<u>DUTIES</u>	:	Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO)
<u>POST 17/471</u>	:	<u>ADMIN SUPPORT OFFICER: CURRICULUM SUPPORT REF NO: 215</u> District Office: Education District Office Overberg
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Caledon
<u>REQUIREMENTS</u>	:	1 year post matric qualification plus 3 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<u>DUTIES</u>	:	Management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Curriculum Support Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Component Curriculum Support and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the Curriculum Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Curriculum Support Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from relevant stakeholders. Collate curriculum data available on WCED systems such as

		CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Provide support to the supply chain management. Render advice and liaise w.r.t administrative matters.
<u>ENQUIRIES</u>	:	Ms I Senosi Tel No: (028) 214 7300 (Overberg EDO).
<u>POST 17/472</u>	:	<u>ADMIN SUPPORT OFFICER: LEARNER SUPPORT REF NO: 227</u> district office: education district office west coast
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Paarl
<u>REQUIREMENTS</u>	:	2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge: Duties continued: Render advice and liaise w.r.t administrative matters, Keep an update on WCED school online systems including, SAMI, CEMIS, DMIS and Eduinfosearch (including Databases and Registers within the Learner Support Component), Maintain a database and track the distribution of LTSM, learning support, therapy sections, Abuse No More Docs etc. Facilitate and manage all databases pertaining to Assessments and Accommodations. Special school applications, data management, tracking applications, Concessions / Adaptations, SLES Referral pathway / SIAS, Database of special school referrals. Manager Register for Abuse no More. Manage registers / database re Suspensions and Expulsions / Form 22 / Abuse No More Register. EduInfo Search capturing, gathering statistics, drawing up reports as required. Status / Tracking of various types of applications. Collate learner support data available on WCED systems. Track learner disability of EduInfoSearch, assist with verification of learner disabilities for AG purposes. Report on outstanding learner verifications for LSEN in the mainstream as provided by learning support educators. Study the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Learner Support Component. Compile reports and submissions. Skills: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (Information platforms). Function as a team member.
<u>DUTIES</u>	:	Render line administrative support: Management of support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Learner Support Component. Answering and responding / redirecting telephonic enquiries. Dealing with telephone and walk in queries. Directing queries / referrals from the DoH / DSD etc. to the appropriate DBST (Circuit) Learner Support staff. Liaise with the admin officers of each circuit re placement / queries etc. Follow up with Special Schools regarding placement Follow up with Head Office/especially when docs go missing. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile letters / reports pertaining to the Learner Support Component and advise/sensitise the office. e.g.: Progress reports (ii) Monthly reports Management reports. Assist with monitoring and evaluating the performance of the Learner Support Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Learner Support Component. Monitoring of SLES staff leave forms (ii) Ensuring daily registers are in place. Deal with all Learner Support employees enquiries re salary issues. Assist with the planning of workshops, large meetings, conferences as and when they occur. Sifting meeting prep./ admin (ii) Assist with Learner Support Components interviews. v) Follow up with outstanding documentation / data/information from relevant stakeholders e.g. Social Development, Children's Court referrals, Child Welfare etc. Track issues

referred to and from Learner Support Component through Issue Management System (IMS). Collate Learner Support data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain relevant systems. Update and maintain the information systems for Learner Support Component projects. (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Remain abreast with project procedures and process that apply to the Learner Support Component, Positive Behaviour, Learner Support Budgets Coordinate projects development queries (labour enquiries) -related parliamentary/ ministerial enquiries referred to the Learner Support Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Learner Support Component. Assist the Head Learner Support in the analysis of business reports. Draft progress reports on all plans. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings, Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of project related items on the agenda of meetings chaired by the Head Learner Support, and to ensure circulation of accompanying memoranda. Provide Support to the Unit for Supply Chain Management. Manage the procurement of standard items: Handle all memorandums of agreement, venues, signatures, finances, financial planning and monitoring for WSP / positive behaviour. Assist with stationary for Learner Support staff, in terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Prepare and process contract applications for Learner Support Component and follow up with HO, Budget / requisition paperwork e.g. WSP/ Positive Behaviour, Management of preparation of documentation for claims / payments.

ENQUIRIES

:

Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

POST 17/473

:

ADMIN OFFICER: PEOPLE MANAGEMENT REF NO: 166

District Office: Education District Office Metro Central

SALARY CENTRE

:

R325 101 per annum

:

Maitland

REQUIREMENTS

:

3 years post matric qualification plus 1-year relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

DUTIES

:

Implement and administer the Workplace Skills Plan (WSP) at District Level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting of the workplace skills plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up-to-date, accurate and thorough. Assist the DCES People Management with the compilation of training reports, ensuring that all reports are aligned with SETA requirements. Administer the training and professional development plan at District Level: Administer the process regarding the identification and nomination of candidates / participants for in service training courses. Administer the identification and nomination of teachers, for the Teacher Qualification Improvement Programmes. Administer the roll-out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Assist in the administration and monitoring of the professional participation at school level in line with PGP's (Professional Growth Plans) and School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to the professional Development Points of all teachers are captured accurately and the information recorded is relevant, per district intervention. Compile submission of district interventions for CPTD MS from

District Components for SACE endorsements. Provide administrative support to teachers or refer them to the relevant support systems of their participation in the CPTD Management system and Professional Development uptake. Administer and monitor the National Teaching Awards process at District level. Compile monthly, quarterly and annual reports for WCED/CTLI (e.g. training interventions relating to the District Professional Development Plan). Assist with the monitoring and administration of the Staff Performance Management System(s) at District (including schools) Level: Assist in the administration and dissemination of performance management training information within the district and schools. Schedule and plan performance management events and activities, aligning the performance management plan and timetables with that of the Head Offices performance management structure and assist in the collation/compilation of regular progress reports. Assist with administrative and operational support for the alignment of individual and district performance plans. Assist with the communication and dissemination of information on performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to supervisor. Administer and file personal development plans of district employees, skills development programmes and performance related management processes and assist in the identification of gaps and overlaps. Develop, implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS (IPDP, quarterly review forms, appraisal certificates, circulars, etc.) Render support and advice to district management regarding Employee Assistance Program (EAP). Mediation of new policies, procedures and guidelines and to provide support to all staff on the interpretation of the EAP policy of the Department (through workshops, information sessions, etc.). Assist with provision of information on appropriate health, welfare and psychosocial facilities, support / counselling services at the workplace, or within the community to employees. To draft letters, progress /status reports as required in terms of prescripts / policies. Supervisory functions attached to the post.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

POST 17/474 : **INFORMATION SYSTEMS OFFICER: PLANNING REF NO: 167**
District Office: Education District Office Metro Central

SALARY : R325 101 per annum
CENTRE : Maitland
REQUIREMENTS : 3 year post matric qualification plus 1-2 years relevant experience and Valid Driver's Licence B. Knowledge: Knowledge of an ICT Strategy and operational plan; Knowledge of Education Information Systems (DMIS/CEMIS/ PMPS, EduInfoSearch, SAMI, IMS); Processes and procedures of CITCOM and DITCOM; Knowledge of SCM processes and procedures; Knowledge of Education policies and guidelines regarding ICT; Knowledge of Data and Information Management. Skills: Written and verbal communication in 2 official languages of the Western Cape; Interpersonal; Problem solving; Presenting and facilitation; Report writing.

DUTIES : Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems for the District. Maintain EMIS and provide data analysis service within the Education District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)

POST 17/475 : **INFORMATION SYSTEMS OFFICER REF NO: 188**
District Office: Education District Office Metro North

SALARY : R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Parow
	:	A relevant National Diploma (NQFL 6) or degree plus minimum 1-year relevant experience. Knowledge: Knowledge of an ICT Strategy and operational plan; Knowledge of Education Information Systems (DMIS/CEMIS/ PMPS, EduInfoSearch, SAMI, IMS); Processes and procedures of CITCOM and DITCOM; Knowledge of SCM processes and procedures; Knowledge of Education policies and guidelines regarding ICT; Knowledge of Data and Information Management. Skills: Written and verbal communication in 2 official languages of the Western Cape; Interpersonal; Problem solving; Presenting and facilitation; Report writing.
<u>DUTIES</u>	:	Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems for the District. Maintain EMIS and provide data analysis service within the Education District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/476</u>	:	<u>WORKS INSPECTOR REF NO: 76</u> Directorate: Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Caledon
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Additional Requirements: One years' relevant experience post-qualification. Valid Driver's license. Computer literate. Skills: Project management skills, organising, research and report writing, monitoring of projects, time management.
<u>DUTIES</u>	:	Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.
<u>ENQUIRIES</u>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052
<u>POST 17/477</u>	:	<u>WORKS INSPECTOR REF NO: 79</u> Directorate: Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum
	:	Paarl
	:	National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Additional Requirements: One years' relevant experience post-qualification. Valid Driver's license. Computer literate. Skills: Project management skills, organising, research and report writing, monitoring of projects, time management.
<u>DUTIES</u>	:	Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.
<u>ENQUIRIES</u>	:	Mr GP Nieuwoudt Tel No: (021) 467 2052

<u>POST 17/478</u>	:	<u>ACCOUNTING CLERK REF NO: 191</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent qualification. To render financial support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<u>DUTIES</u>	:	Render Financial Accounting Transactions Receive payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/479</u>	:	<u>ACCOUNTING CLERK REF NO: 232 (X4 POSTS)</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A Senior Certificate with Mathematics and Accounting as a passed subject. Knowledge: Computer literacy (MS Word and Excel); Numeracy; Good Accounting and analytical skills; Good Communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Verify or capturing of payments on the financial system (BAS, LOGIS and PERSAL). Compiling (BAS) payments from applications and claims to electronic spreadsheet. Handling of queries, telephonically and in writing (incoming and outgoing). Management of ledger accounts. Requesting and downloading of financial (BAS) reports. Preparing and capturing of General journals. Safe keeping of files Maintain database and documents. Perform a cashier function. Follow up and collection of outstanding state debts. Preparing of referral cases to the Debt Collector/State Attorney. Preparing write-off of irrecoverable debts.
<u>ENQUIRIES</u>	:	Ms C Adendorff Tel No: (021) 467 2506
<u>POST 17/480</u>	:	<u>ACCOUNTING CLERK: CONTROL PAY SHEET (VARIOUS POSTS) REF NO: 233</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting or Mathematics as a passed subject. Additional Requirements: Willingness to work overtime. A three-year National Diploma in Financial accounting/Finance/Commerce. Knowledge: Good knowledge of the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions. Knowledge of financial accounting processes. Be a team player as well as work independently, good accounting and analytical skills. Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.
<u>DUTIES</u>	:	Effective and efficient payroll administration, follow up on outstanding electronic verification on People Management Practices System (PMPS). Dispatch of reports and electronic pay slips for various regions and pay points. Accurate and timeous dispatching of eIRP5, Safekeeping of payroll

		documents, distribution, and disposal of payroll records. handling of all pay slips enquiries.
<u>ENQUIRIES</u>	:	Ms S Dlamini Tel No: (021) 467 2739
<u>POST 17/481</u>	:	<u>ADMINISTRATION CLERK: EXAMINATION ADMINISTRATIONS REF NO: 82 (X10 POSTS)</u> Directorate: Assessment Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent, with 1-year relevant experience in examination administration Recommendation: Valid EB drivers' licence. Job Summary: To provide an administrative support service in respect of all functions for the Printing, Packing, Distribution and Script Management for the NSC and SC examinations. Knowledge: National Education Service Delivery Charter (Batho Pele) Good numerical and accuracy skills To operate photocopy machines and scanners. Skills: Good communication skills in at least two official languages of the Western Cape Province. Good verbal and written communication skills Computer literacy (Outlook, Ms Word, MS Excel) Interpersonal Relations.
<u>DUTIES</u>	:	Support all administrative aspects regarding processing, printing, packing and distribution of question papers for SC and NSC examinations. Support all processes with courier service for delivery of question papers, answer books and stationery to examination centres for SC and NSC examinations. Support the printing, packing and distribution of question papers, answer books and stationery to all national examinations. Provide clerical support for the preparation of marksheets and answer scripts for the marking process. Support the preparation for the audit of examination centres to ensure that all storage points at examination centres and Head Office meet the prescribed examination security standards. Assist with the training of all schools regarding the security solution for distribution of question papers. Data capturing for registration and resulting. Stock taking and procurement of stock. Support the registration process for repeat and part time learners.
<u>ENQUIRIES</u>	:	Ms L Bredenkamp Tel No: (021) 467 2945
<u>POST 17/482</u>	:	<u>ADMINISTRATION CLERK: MARKING SERVICES REF NO: 83</u> Directorate: Assessment Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent, with 1-year relevant experience in examination administration Recommendation (optional): Valid driver's license. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the organisation. National Education Service Delivery Charter (Batho Pele) Good numerical and accuracy skills. Skills: Good communication skills in at least two official languages of the Western Cape Province. Good verbal and written communication skills Computer literacy (Outlook, Ms Word, MS Excel) Interpersonal Relations.
<u>DUTIES</u>	:	To render administrative support to the marking processes and appointment of marking officials in WCED To render administrative support to the pre-marking, remarking/rechecking/ viewing processes To render administrative support to the marking standardisation meeting processes Provide administrative support to marking centre processes Provide general office administrative support services to the directorate.
<u>ENQUIRIES</u>	:	Mr. F Salie Tel No: (021) 467 2572
<u>POST 17/483</u>	:	<u>ADMINISTRATION CLERK GET REF NO: 91</u> Directorate: Curriculum General Education Training
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Senior Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the

		working environment. Skills: Computer skills; Planning and organisation; Good verbal and written communication skills. Two of the three languages of the Western Cape.
<u>DUTIES</u>	:	Assist with office support duties within the MST component. Core duties to include, but not limited to compiling of submissions, liaise with MST schools, record keeping, assist with procurement matters, processing of claims, assist with the Division of Revenue Act (DoRA) monthly and quarterly reports, populating financial excel spreadsheets, maintaining a good filing system and office organisation, handling incoming queries. Liaise with internal and external stakeholders in relation to partnerships. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Dr G Schreuder Tel No: (021) 467 2623
<u>POST 17/484</u>	:	<u>ADMINISTRATION CLERK: COLLECTIVE BARGAINING REF NO: 96</u> Directorate: Employee Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12. Knowledge: Knowledge of employee relations related process. Knowledge of employee relations related systems Knowledge of related prescripts Ensure compliance with educator/public servant prescripts Skills: interpersonal skills Analytical skills Problem-solving Decision making Organising Good written and oral communication skills Computer literacy.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture and update case management data for Individual. Relations Management. Handle routine enquiries. Make photocopies, receive and send emails on behalf of Deputy Director (DD). Answer telephone of DD and staff within the sub directorate and take messages. Transfer calls to relevant staff members. Contribute to the efficient management of the administration functions in the sub directorate. Receive, sort and distribute mail/correspondence between DD and staff members to relevant officials. Assist employee relations practitioners within the sub directorate, with venue bookings for consultations and hearings, conciliations and/or arbitrations. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to the procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms D Syster Tel No: (021) 467 2399
<u>POST 17/485</u>	:	<u>ADMINISTRATION CLERK: MISCONDUCT, DISPUTES AND GRIEVANCES REF NO: 99 (X2 POSTS)</u> Directorate: Employee Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12. Knowledge: Knowledge of employee relations related process. Knowledge of employee relations related systems Knowledge of related prescripts Ensure compliance with educator/public servant prescripts Skills: interpersonal skills Analytical skills Problem-solving Decision making Organising Good written and oral communication skills Computer literacy.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture and update case management data for Individual. Relations Management. Handle routine enquiries. Make photocopies, receive and send emails on behalf of Deputy Director (DD). Answer telephone of DD and staff within the sub directorate and take messages. Transfer calls to relevant staff members. Contribute to the efficient management of the administration functions in the sub directorate. Receive, sort and distribute mail/correspondence between DD and staff members to relevant officials. Assist employee relations practitioners within the sub directorate, with venue bookings for consultations and hearings, conciliations and/or arbitrations. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation

		to the procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms D Syster Tel No: (021) 467 2399
<u>POST 17/486</u>	:	<u>ADMINISTRATION CLERK: EMPLOYEE RELATIONS REF NO: 102 (X2 POSTS)</u> Directorate: Employee Relations
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Matric (Grade 12) certificate. Knowledge: Knowledge of employee relations related process. Knowledge of employee relations related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Basic understanding of modern labour relations management / development and its processes, methods and techniques. Knowledge of other related legislation Skills: Numeracy Literacy Language skills Computer Literacy Other: Planning and organisation Good verbal and written communication skills Interpersonal skills Analytical skills Problem solving Decision Making Ability to analyse, conceptualise and interpret policy.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture and update case management data for Individual. Relations Management. Handle routine enquiries. Make photocopies, receive and send emails on behalf of Deputy Director (DD). Answer telephone of DD and staff within the sub directorate and take messages. Transfer calls to relevant staff members. Contribute to the efficient management of the administration functions in the sub directorate. Receive, sort and distribute mail/correspondence between DD and staff members to relevant officials. Assist employee relations practitioners within the subdirectorate, with venue bookings for consultations and hearings, conciliations and/or arbitrations. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to the procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms D Syster Tel No: (021) 467 2399
<u>POST 17/487</u>	:	<u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT FUNDING REF NO: 124</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Matric, Plus 1-year Relevant work experience. Knowledge: PFMA, No 1 of 1999. Treasury Prescripts. Financial Delegations. NPO Act. Policy on Financial Awards. Policy on Financial Awards Skills: Ability to motivate own ideas and approaches. Ability to break down problems into manageable parts and identify solutions. Ability to listen well and be receptive to the ideas of others Ability to manage conflict. Ability to communicate (verbally or in writing) with ease and confidence. Ability to speak in public and make presentation to large or small group. Ability to use desktop communication and information technology resources including MS Office software. Planning and organising. Problem solving. Training. Supervision/Management of staff Interpersonal relations. Budgeting. Leadership. Policy development. Liaising. Decision making.

<u>DUTIES</u>	:	To evaluate and process prescribed documents for payment. Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission. Evaluate information on source documents for compliance with prescripts and legislation i.e registration certificates, section 381 J of the PFMA (written assurance), board's declaration of interest, BAS entity form, compliance documents ect. Changes in TPA/ Details of NPO verify and monitor source documents in order to effect system changes on the NPO System. Compile payment documents, update payment record and submit to supervisor. Update NPO Data Base (UFC). Monitor compliance (TPA and business plan) and identify noncompliance with prescribed policy/ legislation and funding conditions. TPA's Request activation sheet and follow up any outstanding documents with the programmes/NPO's. Receive consolidated AFS update/ summary and activate/suspend payment. Reconcile subsidies payable against approved allocation as per TPA and submit to supervisor Underpayment: Compile payment Overpayment: Report to supervisor Business Plans: Assist with the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals) Render a support function to Programme Offices Alert programmes in terms of noncompliance issues Provide inputs to the development of funding admin tools Record keeping of NPO financial statements and other related documents Assist with the quality assurance of all NPO related documents Assist with the collation of documentation in relation to audit processes Record keeping, in alignment with record management procedures (Electronic and hard copies) Respond to client enquiries Calculate costing for the financial allocation of Partial Care facilities (Schedule A)- enrolment form in alignment with departmental benchmarks.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 467 2584
<u>POST 17/488</u>	:	<u>ADMINISTRATION CLERK: HEAD CURRICULUM SUPPORT REF NO: 126</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Skills: Computer skills (MS Word, Excel). Planning and organisation. Language (2 official languages). Good verbal and written communication. Interpersonal.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr N Petersen Tel No: (023) 348 4600
<u>POST 17/489</u>	:	<u>ADMINISTRATION CLERK: ASSESSEMENT AND EXAMINATIONS REF NO: 131</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Proficiency in at least in two of the three official languages of the Western Cape Province. Knowledge: Knowledge of administrative duties and procedures. Familiarity with learner information and examination management systems. Working knowledge of clerical and record keeping procedures (filing, correspondence, data capture). Basic understanding of National and Provincial assessment timetables. Skills: Excellent verbal and written communication (to liaise with principals, teachers, and members of the public). Strong numerical aptitude for verifying candidate lists, timetables, and mark schedules. High level of accuracy and attention to detail in data capture and document control, Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and electronic database systems. Reliable organizational and time management skills to meet strict examination deadlines. Discretion and integrity in handling confidential learner and examination materials. Customer service orientation, with ability to respond professionally to queries. Able to work in a challenging environment.

<u>DUTIES</u>	:	Assessment Administration: Register learners for internal and external assessments; verify eligibility lists, Compile and distribute examination timetables, stationery, and seating plans, Liaise with schools, exam venues, and examination boards to confirm logistical arrangements, assist assessment and examination DCES & SES with all administration functions. Data and Record Management: Capture and update learner marks, attendance, and examination outcomes on the information system, maintain accurate, up to date electronic and hard copy records of assessment materials, Generate statistical and status reports for the Curriculum Support Team and district offices. Correspondence and Dispatch: Process all incoming and outgoing assessment and examination related correspondence, Coordinate secure dispatch and receipt of examination documents. Customer Support: Serve as point of contact for principals, departmental heads, teachers, and members of the public on assessment and examination procedures, provide telephonic guidance on administrative requirements and troubleshoot scheduling or registration issues.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/490</u>	:	<u>ADMINISTRATION CLERK: LEARNER SUPPORT REF NO: 132</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Matric (Grade 12) Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Languages. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render general clerical support services. Assist with office support duties within the component Learner Support. Provide supply chain clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/491</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT AND GOVERNANCE REF NO: 133</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims

		stemming from this. Keep detail records of the CM school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/492</u>	:	<u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 10 REF NO: 137</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/493</u>	:	<u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 9 REF NO: 141</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the

		incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/494</u>	:	<u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 8 REF NO: 143</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr N Petersen Tel No: (023) 348 4600
<u>POST 17/495</u>	:	<u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 7 REF NO: 144</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working

DUTIES

- procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
- : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit.. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. 2. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. 3. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.

ENQUIRIES

- : Mr N Petersen Tel No: (023) 348 4600

POST 17/496

- : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 3 REF NO: 146**
District Office: Education District Office Cape Winelands

SALARY
CENTRE
REQUIREMENTS

- : R228 321 per annum
- : Worcester
- : National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.

DUTIES

- : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.

ENQUIRIES

- : Mr N Petersen Tel No: (023) 348 4600

<u>POST 17/497</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT 2 REF NO: 152</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mossel Bay
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>POST 17/498</u>	:	<u>ADMIN CLERK: ASSET MANAGEMENT REF NO: 157</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<u>ENQUIRIES</u>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)

<u>POST 17/499</u>	:	<u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 162</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate plus 6 months clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<u>DUTIES</u>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<u>POST 17/500</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT 4 REF NO: 163</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Knysna
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>POST 17/501</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT 5 REF NO: 165</u> District Office: Education District Office Metro Central
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills,

	planning and organisation, good verbal and written communication skills. Languages
<u>DUTIES</u>	: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CMs school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	: Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>CLOSING DATE</u>	: 10 June 2025
<u>POST 17/502</u>	: <u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 172 (X2 POSTS)</u> District Office: Education District Office Metro Central
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Maitland
<u>REQUIREMENTS</u>	: National Senior/Matric Certificate plus 6 months clerical experience. To render a general administrative and clerical support service for people management at district level. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<u>DUTIES</u>	: Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<u>ENQUIRIES</u>	: Ms B Robertson Tel No: (021) 514 6700 (Metro Central EDO)
<u>POST 17/503</u>	: <u>ADMINISTRATION CLERK: GG TRANSPORT REF NO: 174</u> District Office: Education District Office Metro East
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: Kuils River
<u>REQUIREMENTS</u>	: Senior /Matric certificate. Knowledge: Knowledge of recordkeeping. Knowledge of relevant Departmental Policies and Procedures. Knowledge of relevant financial procedures Skills: Communication skills (2 official languages of the Western Cape). Computer literacy skills. Problem solving skills. Report writing skills. Recordkeeping abilities. Planning and organisation Interpersonal skills.
<u>DUTIES</u>	: Render clerical support with regard to GG Transport. Administer, verify and update motor driver's licenses register (file) of all personnel. Collect and check all trip authorities and garaging documents. Check that logbooks and log sheets are kept up to date. Check that all logbooks are signed off at the end of the month, verified and submit to Head Office and GMT. Inspection of vehicles after trips. Check claims submitted by GMT, verify and submit to Head Office for payment. Check and verify transport log sheets, check for control purposes the KM usage with authorise trips. Organise services of vehicles, replacement

of tires, batteries and cleaning of vehicles. Administer all fines on databases. Check that vehicles are roadworthy, licenced and stored safely. Collect and verify taxi trip authorities and file accordingly. Check and verify invoices for taxi transport from GMT before sending for payment. Administer, verify and monitor the use of rentals. Distribute transport circulars, minutes of transport related meetings and the recordkeeping thereof Record, organise, store, capture and retrieve correspondence and data. Update registers, statistics and make photocopies. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Type letters and/or other correspondence when required.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

POST 17/504 : **ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 8 REF NO: 175**
District Office: Education District Office Metro East

SALARY : R228 321 per annum
CENTRE : Kuils River
REQUIREMENTS : National Senior/Matric Certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages

DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006(Metro East EDO)

POST 17/505 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 179**
District Office: Education District Office Metro East

SALARY : R228 321 per annum
CENTRE : George
REQUIREMENTS : National Senior/Matric Certificate plus 6 months clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.

DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.

ENQUIRIES : Ms L Diamond: 021 900 7006(Metro East EDO)

<u>POST 17/506</u>	:	<u>ADMINISTRATION CLERK: DISTRICT CIRCUIT REF NO: 185</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/507</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT & GOVERNANCE REF NO: 190</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages
<u>DUTIES</u>	:	Render general clerical support services.: - Record, organise, store, capture and retrieve correspondence and data. - Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain

		personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133
<u>POST 17/508</u>	:	<u>ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 199</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	Senior /Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/509</u>	:	<u>ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 200</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate plus 6 months clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<u>DUTIES</u>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

<u>POST 17/510</u>	:	<u>ADMINISTRATION CLERK: DISTRICT CIRCUIT: CIRCUIT 9 REF NO: 205</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	Senior /Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. 2. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. 3. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. 4. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/511</u>	:	<u>ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 216</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl
<u>REQUIREMENTS</u>	:	Senior /Matric certificate. To render administration clerical support services within the District Circuit. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.
<u>DUTIES</u>	:	1. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties (where applicable). Assist with office support duties within the circuit. 2. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. 3. Provide personnel administration clerical support services within the component.: Maintain a leave register for the component. Keep and maintain

		personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detail records of the CM's school visits and activities. 4. Provide financial administration support services in the component: Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<u>POST 17/512</u>	:	<u>ADMINISTRATION CLERK: CIRCUIT 4 REF NO: 219</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Clanwilliam
<u>REQUIREMENTS</u>	:	National Senior/Matric Certificate plus 6 months clerical experience. To render a general administrative and clerical support service for people management at district level. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
<u>DUTIES</u>	:	Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<u>POST 17/513</u>	:	<u>ADMINISTRATION CLERK: FINANCIAL ACCOUNTING REF NO: 234</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 (or equivalent qualification) with Mathematics and/or Accounting as subjects passed. A valid Code B (manual) driver's license. Knowledge: Knowledge of financial processes. Ability to perform under pressure. Be a team player as well as work independently. Skills: Good accounting and analytical skills. Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.
<u>DUTIES</u>	:	Filing and safekeeping of documentation in accordance with prescripts and assist with the disposal of obsolete records according to the National Archives Act, including the retrieval of documentation. Provide administrative support to the Directorate. Update and maintenance of relevant databases in the directorate. Assist on procurement and contract management, stationery management and asset management. Coordinate quarterly performance reports including tracking completion of all compliance reporting within directorate. Manage Directorate's documents and information on Information Management Systems. Perform ad-hoc duties as required by Director.
<u>ENQUIRIES</u>	:	Mr. Z Mpisi Tel No: (021) 467 2511
<u>POST 17/514</u>	:	<u>ADMINISTRATION CLERK: ADMIN CLERK ORDERS REF NO: 239</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A Senior Certificate or relevant qualification plus at least 1-year practical experience in a purchasing/selling environment (dealing with purchasing and selling of goods/services through quotations or tenders and specifically experience in ordering via Logis). Knowledge: Knowledge of SCM Practices, processes and procedures, Preferential Procurement and financial legislation, Knowledge and experience of Logis. Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills. Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets; ability to prioritize and

		organize work whilst functioning under pressure to handle high volumes and meet strict deadlines; disciplined, orderly, systematic; effective communication and maintenance of good interpersonal relationships.
<u>DUTIES</u>	:	Check order data against requisition for compiling and capturing; Capture requisition details onto Logis; Search for item catalogue numbers (ICN) and request treasury to create new ICN's. Capture Petty Cash transactions on Logis; Separate orders and scan to suppliers; Ensure all procurement packages are complete, correctly filed and adhere to audit requirements; Maintain record of order packages; Assist with administrative duties.
<u>ENQUIRIES</u>	:	Ms L Sidina Tel No: (021) 467 2253
<u>POST 17/515</u>	:	<u>ADMINISTRATION CLERK: EARLY CHILDHOOD DEVELOPMENT REF NO: 248</u> Directorate: Early Childhood Development
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Matric / Grade 12 Certificate. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes Skills: Interpret and apply relevant policies and procedures. Computer literacy.
<u>DUTIES</u>	:	To evaluate and process prescribed documents for payment: Check Transfer Payment Agreements (TPAs) for correctness against approved funding submission. Evaluate information on source documents for compliance with prescripts and legislation i.e. registration certificates, section 381 J of the PFMA (written assurance), boards declaration of interest, BAS entity form, compliance documents etc. Changes in TPA/ Details of entities, verify and monitor source documents in order to effect system changes. Compile payment documents, update payment record and submit to supervisor. Monitor compliance (TPA and business plan) and identify noncompliance with prescribed policy/ legislation and funding conditions. Request activation sheet and follow up any outstanding documents with entities. Receive consolidated AFS, record and report. Reconcile subsidies payable against approved allocation as per TPA and submit to supervisor. Compile payment: Underpayment, Overpayment: report to supervisor. Render a support function to Programme Offices. Alert programmes in terms of noncompliance issues. Provide inputs to the development of funding admin tools. Record keeping of NPO financial statements and other related documents. Assist with the quality assurance of all NPO related documents. Assist with the collation of documentation in relation to audit processes. Record keeping, in alignment with record management procedures (Electronic and hard copies). Respond to client enquiries.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 467 2584
<u>POST 17/516</u>	:	<u>SCHOOL SAFETY SUPPORT WORKER REF NO: 155</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<u>DUTIES</u>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable

		Youth Development programmes at Public Schools. Render general clerical support service.
<u>ENQUIRIES</u>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 17/517</u>	:	<u>SCHOOL SAFETY SUPPORT WORKER REF NO: 168</u> District Office: Education District Office Metro Central
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<u>DUTIES</u>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<u>POST 17/518</u>	:	<u>SCHOOL SAFETY SUPPORT WORKER REF NO: 208</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<u>DUTIES</u>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/519</u>	:	<u>SCHOOL SAFETY SUPPORT WORKER REF NO: 222</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for

		People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<u>DUTIES</u>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<u>POST 17/520</u>	:	<u>SCHOOL SAFETY SUPPORT WORKER REF NO: 250</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Parrow
<u>REQUIREMENTS</u>	:	Senior/Matric certificate plus 6 months relevant experience (preferably in community work). A valid Code B driver's licence. Knowledge: Occupational Health and Safety Act, Act 85 of 1993; Knowledge of health and safety procedures and prescripts; Handbook on Reasonable Accommodation for People with Disabilities in the Public Service, 2008; Disaster Management Act, No 57 of 2002, Compensation of Occupational Injuries and Diseases Act (COIDA); Service Charter for Victims of Crime in South Africa; Basic Conditions of Employment Act, 75 of 1997; Employee Health and Wellness Framework, 2012; Minimum Information Security Standards, 1996; National Archives and Record Act, 1996; Public Financial Management Act (PFMA) of 1999; Treasury Regulations 2001; Knowledge of financial administration prescripts Skills: Computer Skills; Planning and Organisation Skills. Good verbal and written communication skills. Facilitation and presentation skills. Numeracy skills. Interpersonal skills. Problem solving. Language skills.
<u>DUTIES</u>	:	Provide assistance and support to Public Ordinary and Special Schools Safety Committee by improving and maintain School Safety. Ensure that truancy is effectively addressed and that there is reintegration of learners. Assist the Safe Schools Coordination Officer to develop and enhance effective and sustainable Youth Development programmes at Public Schools. Render general clerical support service.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133 (Metro North EDO)
<u>POST 17/521</u>	:	<u>REGISTRY CLERK REF NO: 107 (X3 POSTS)</u> Directorate: Knowledge And Information Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate) or equivalent (NQF4) with minimum 2 years relevant experience in registry environment. A valid driver's license. The Registry clerk is responsible to provide an effective and efficient registry and records management service to Western Cape Education Department. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30f 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making; Time management.
<u>DUTIES</u>	:	Manage and control the application of created files. Maintenance and tracking of borrowed and pending files. Opening, sorting and distribution of mail

		internally and externally. Responsible for the correct and neat filing of documentation. Assist the supervisor with the allocation of reference numbers in line with the approved filing system. Handle client enquiries telephonically and electronically. Requests and pending of files. Assist with the disposal of records. Frank post, and update register daily. Assist to render electronic document management support (My Content). Register new users, loading access one-on-one training to user of Jtrack or an electronic document management system (My Content)
<u>ENQUIRIES</u>	:	Ms Z Jones Tel No: (021) 467 2766
<u>POST 17/522</u>	:	<u>REGISTRY CLERK: SERVICE BENEFITS REF NO: 110 (X4 POSTS)</u> Directorate: Service Benefits
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate) or equivalent (NQF4) with minimum 2 years relevant experience in registry environment. A valid driver's license. The Registry clerk is responsible to provide an effective and efficient registry and records management service to Western Cape Education Department. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making ;Time management
<u>DUTIES</u>	:	Manage and control the application of created files. Maintenance and tracking of borrowed and pending files. Opening, sorting and distribution of mail internally and externally. Responsible for the correct and neat filing of documentation. Assist the supervisor with the allocation of reference numbers in line with the approved filing system. Handle client enquiries telephonically and electronically. Requests and pending of files. Assist with the disposal of records. Frank post, and update register daily. Assist to render electronic document management support (MyContent). Register new users, loading access one-on-one training to user of Jtrack or an electronic document management system (MyContent)
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 17/523</u>	:	<u>REGISTRY CLERK: LOGISTICAL SUPPORT SERVICES REF NO: 130</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. To provide registry services. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making ;Time management.
<u>DUTIES</u>	:	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. Print / 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. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribe in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/524</u>	:	<u>REGISTRY CLERK REF NO: 171</u> District Office: Education District Office Metro Central
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. Knowledge: Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of the National Archives and Record Management Act and related instructions. Knowledge of and ability to handle labour saving devices. Skills: Computer Literacy. Good verbal and written communication skills (2 Official Languages). Planning and organisation. Interpersonal relations / team work. Filing and reference skills.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Opening and close files according to record classification system. Print / 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. Process documents for archiving and / disposal. Receive and sending of faxes.
<u>ENQUIRIES</u>	:	Ms B Robertson Tel No: (021) 514 6700(Metro Central EDO)
<u>POST 17/525</u>	:	<u>REGISTRY CLERK: LOGISTICAL SUPPORT SERVICES REF NO: 225</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Paarl
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. To provide registry services. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005) Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making ;Time management
<u>DUTIES</u>	:	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. Print / 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. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribe in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)

<u>POST 17/526</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 114 (X9 POSTS)</u> Directorate: Service Benefits
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. Skills: Interpersonal, Problem Solving and Organising skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	:	Execute functions pertaining to: Conditions of service for Education and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties with regard to service benefits. Capturing the appointment of personnel on PERSAL. Render salary administration pertaining to the appointment process. General administrative duties.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 17/527</u>	:	<u>HUMAN RESOURCE CLERK: PERFORMANCE AND ETHICS ADMINISTRATION REF NO: 119</u> Directorate: Strategic People Management
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	NSC or Grade 12 qualification. Knowledge: Competency in the PERSAL system. Competency in MS Office. Fluency in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Record all documents relevant to probations on a database. Schedule meetings and provide logistical support to the Sub directorate. Schedule and provide logistical support to training interventions. Record all relevant information on PERSAL relating to Performance Agreements. Record all applications relevant to RWOPS on a database. Record all relevant information on PERSAL relating to RWOPS and e-Disclosures.
<u>ENQUIRIES</u>	:	Mr R Oosthuizen Tel No: (021) 467 2475
<u>POST 17/528</u>	:	<u>SCM CLERK REF NO: 142</u> District Office: Education District Office Cape Winelands.
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/529</u>	:	<u>SCM CLERK REF NO: 160</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting

		statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<u>ENQUIRIES</u>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 17/530</u>	:	<u>SCM CLERK REF NO: 201</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	Senior/Matric Certificate or equivalent. To render supply chain management (SCM) clerical services. Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in terms of the working environment. Skills: Computer Skills. Planning and organisation. Language skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify inventories and asset register. Register suppliers on LOGIS (electronic purchasing system) or similar system. Request and receive quotations via relevant system. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for consumables from end users. Issue consumables to end users. Maintain consumable register.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/531</u>	:	<u>LEARNER TRANSPORT CLERK: LOGISTICAL SUPPORT SERVICES REF NO: 147</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Matric / Grade 12 Certificate and 6 months relevant clerical experience Recommendation: Valid Drivers' License B. To render a clerical support service with regards to Learner Transport Schemes. Knowledge: Knowledge of recordkeeping. Knowledge of financial administration Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.
<u>DUTIES</u>	:	Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the

monthly testing of all approved vehicles as per the bi-annual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful re-testing of vehicles and request that relevant alternative arrangements are effected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents, signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary with the inspection of learner transport routes.

ENQUIRIES

: Mr. N Petersen Tel No: (023) 348 4600

POST 17/532

: **LEARNER TRANSPORT CLERK REF NO: 217**
District Office: Education District Office West Coast

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Paarl
: Matric / Grade 12 Certificate and 6 months relevant clerical experience
Recommendation: Valid Drivers' License B. Knowledge: Knowledge of recordkeeping. Knowledge of financial administration Skills: Written and verbal communication in 2 official languages of the Western Cape. Organising and planning. Functional numeracy. Computer literacy. Recordkeeping. Interpersonal skills Report writing skills.

DUTIES

: Execution of bi-annual vehicle testing and maintenance of database of all vehicles. Maintain and update the database of all approved vehicles on LTS routes indicating all relevant vehicle, license and roadworthy details. Request principals of schools with devolved routes to identify in writing the details of the approved vehicles prior to its inclusion on the database. Maintain and update the database regularly in line with changes in the approved vehicles, licenses and roadworthy renewal dates. Draw relevant reports on the testing, licensing and roadworthiness of vehicles. Arrange testing of all approved vehicles, due for the 6-monthly roadworthy test/s timeously. Prepare and submit to head office on a monthly basis a schedule of the approved vehicles to be tested during the following month. Arrange with the relevant traffic department officials and learner transport contractors or schools (in cases of devolved routes), the monthly testing of all approved vehicles as per the biannual testing schedule. Require learner transport contractors and principals (in cases of devolved routes) to obtain approval for the replacement of learner transport vehicles. Keep record of all roadworthy testing results / reports. Arrange for the re-testing of all approved vehicles that fail the initial roadworthy test/s. Inform schools and learner transport contractors of cases where failed vehicles may not be used on the road prior to the successful retesting of vehicles and request that relevant alternative arrangements are affected. Prepare and submit to head office a monthly report on the testing of vehicles. Maintain and update all records relating to Learner Transport. Report to Admin Officer LTS. Administer payment of monthly claims. Receive claims and supporting documents, signed by the principal from the learner transport contractor. Calculate the amount to be paid, including penalties in cases of non-compliance, in accordance with the contract specifications. Submit the claim documents to the Administrative Officer LTS for verification. File all documentation in accordance with the District Office file plan. Report to the Admin Officer LTS. KRA 3 Assist the Administrative Officer with Learner Transport. The determination and verification of learner transport route distances. Assist when necessary with the investigation of complaints. Maintain and update Learner Transport Complaints database. Assist when necessary with the inspection of learner transport routes.

<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<u>POST 17/533</u>	:	<u>RECEPTIONIST REF NO: 177</u> District Office: Education District Office Metro East
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	Senior/Matric certificate. Knowledge: Knowledge of Departmental policies and procedures. Knowledge of receptionist duties. Communications protocol. Knowledge of Record Management (Registry & postmaster system). General knowledge of Education District Structure (Operations). Client Care Etiquette. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint) e-mail system, Internet. Organising skills (Queue-Management skills). Filing skills. Operating of Switchboard. Conflict Management Skills. Interpersonal skills. Listening skills. Good written and verbal communications skills in 2 official languages of the Western Cape.
<u>DUTIES</u>	:	Receive clients visiting district office. Refer clients to relevant official / venues. Take messages and delivered to employee. Receive mail and documentation delivered to the Education District Office. Register hand delivered mail / files. Access Control. Print and distribute attendance register of officials. File documentation. Recording of all incoming and outgoing faxes. Sending outgoing faxes immediately. Handover of faxes to responsible employee. Register of all incoming and outgoing faxes in fax register. Answer and transfer of telephone calls. Take messages if employees is not available. See that employee receive all messages.
<u>ENQUIRIES</u>	:	Ms L Diamond Tel No: (021) 900 7006 (Metro East)
<u>POST 17/534</u>	:	<u>DRIVER / MESSENGER REF NO: 196 (X2 POSTS)</u> District Office: Education District Office Metro North
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Parow
<u>REQUIREMENTS</u>	:	Grade 12; a valid driver's licence (EB), plus relevant experience. To render a driver and messenger service for the district. Knowledge: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills. Skills: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail/documents/petty cash/goods). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Collect and deliver documentation and related item in the district. Copy and fax documents. Assist in the registry. Transportation of staff to various destinations as required. All internal driving needed must be done as required (On site as required). All waste refuse must be removed from facility to dumping site. Log-sheets, Trip authority forms and other related documentation must be completed as prescribed. Ensure that the vehicles are in good working condition suitable for driving. Minor maintenance and repairs of vehicles. Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving. Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving.
<u>ENQUIRIES</u>	:	Ms W Horn Tel No: (021) 938 3133

<u>POST 17/535</u>	:	<u>DRIVER / MESSENGER REF NO: 211</u> District Office: Education District Office Metro South
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Mitchells Plain
<u>REQUIREMENTS</u>	:	National Senior/ Matric Certificate. A Valid Code B or higher Drivers Licence, plus relevant experience Knowledge: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills. Skills: Good driving skills, good navigation skills in greater Cape Town Area, basic communication skills in at least two of the official languages of the Western Cape Province; problem solving; good organising and planning skills; good interpersonal skills in serving clients / customers and good teamwork skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail/documents/petty cash/goods). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Collect and deliver documentation and related item in the district. Copy and fax documents. Assist in the registry. Transportation of staff to various destinations as required. All internal driving needed must be done as required (On site as required). All waste refuse must be removed from facility to dumping site. Log-sheets, Trip authority forms and other related documentation must be completed as prescribed. Ensure that the vehicles are in good working condition suitable for driving. Minor maintenance and repairs of vehicles, Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving. Responsible for the cleanliness of vehicles and assuring that all vehicles are equipped with PPE. Schedule refilling of petrol, oil and tyre pressure etc. Report and effect services or repairs of vehicles. Responsible for obtaining quotations for such repairs. Ensure that vehicles are roadworthy at all times. Ensure that the vehicles are in good working condition suitable for driving.
<u>ENQUIRIES</u>	:	Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)
<u>POST 17/536</u>	:	<u>MESSENGER / DRIVER REF NO: 109</u> Directorate: Knowledge And Information Management
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Senior Certificate (or equivalent) and Drivers Licence. Knowledge: Appropriate knowledge and experience of messenger services as well as registry functions. Skills: Must be a team player and self-motivated. Driving; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Good public relations skills; Computer literacy; (MS Word, MS Excel etc.); Good Interpersonal skills Knowledge: Appropriate knowledge and experience of registry and messenger functions and records/ documents management systems and programmes. Basic driving and minor vehicle mechanical knowledge; geographic location of districts and clients, knowledge of WCG Buildings To assist to implement property.
<u>DUTIES</u>	:	Collection, picking up, delivering and posting of letters, documents, parcels, Photostats, reprographics, faxes, files, records and other documents. Walking and driving from various pick-up stations; preparing of file covers and letters for franking; assist with execution of functions of the records division as requested; record documentation received and delivered in appropriate registers and electronic systems; assist in rendering transport services and do minor emergency maintenance of vehicle (e.g. changing of flat tyre, maintain vehicle, etc.) To render driving and messenger services to line functionaries at WCED Head Office.
<u>ENQUIRIES</u>	:	Ms Z Jones Tel No: (021) 467 2766

<u>POST 17/537</u>	:	<u>FOOD SERVICES AID REF NO: 243 (X5 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 10 plus experience in a food service environment. Basic literacy and numeracy skills. Skills: Good communication skills; Basic literacy and numerical skills; organizational and planning skills; problem solving skills. Ability to work in a team and to work under pressure.
<u>DUTIES</u>	:	Provide a food aid service to officials at Head office; Collect, wash, dry and return all crockery, cutlery and utensils to staff; Keep kitchen, dining hall and food storage areas hygienically clean and tidy; Prepare and serve water and refreshments at meetings; Provide hot and cold water to staff on a daily basis; Render a relief service in related sphere of work, when required.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821
<u>POST 17/538</u>	:	<u>HANDY MAN: LOGISTICAL SUPPORT SERVICES REF NO: 128</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Junior Certificate (Grade 10) plus 6 months relevant experience. Basic knowledge of electrical maintenance (replacing bulbs, plugs). Basic knowledge of plumbing, carpentry and machinery. Basic knowledge of building maintenance. OHS requirements. Handling of machinery and equipment. Skills: Writing, reading and numeracy skills. Communication skills. Practical skills. Skills to operate machinery and equipment.
<u>DUTIES</u>	:	Maintenance of buildings. Maintenance of office-, garden equipment's, machinery and furniture. Maintain the garden and outside areas. Perform general assistant work.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/539</u>	:	<u>TELECOM OPERATOR REF NO: 247</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Senior Certificate plus technical knowledge of telephone network systems. Knowledge: Broad knowledge and practical experience of the external and internal telephone network systems and ability to work under pressure. Skills: Computer literate; Good verbal communication skills; organisational and planning skills; report writing and problem-solving skills.
<u>DUTIES</u>	:	Provide a telecommunications support function at Head Office. Administration and arranging the correction of all PABX faults; Administration of the Service Terminal of the telephone system; Administration of new telephone installations; Control over the switchboard (relief duty) whenever required; Procurement of official cell phones for Head Office personnel.
<u>ENQUIRIES</u>	:	Ms R De Bruyn Tel No: (021) 467 2821
<u>POST 17/540</u>	:	<u>PHOTOCOPY OPERATOR: LOGISTICAL SUPPORT SERVICES REF NO:138</u> District Office: Education District Office Cape Winelands
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	Grade 8. Summary: To provide photocopier services for the Education District Office. Knowledge: Departmental policies and procedures regarding reprographic services. Knowledge of appropriate legislation (e.g. Occupational Health and Safety) Understanding of the work in registry. Skills: Basic Numeracy and literacy. Ability to operate reprographic machinery. Language skills (2 Official languages). Communication skills. Writing skills. Organising skills Interpersonal skills.
<u>DUTIES</u>	:	Operate the photocopier machines (Adhere to the stipulations and safety measures as presented by the Occupational, Health and Safety Act). Make photocopies for staff. Report any malfunctioning of photocopier machines to supervisor. Keep records of photocopier machine activities and meter readings. Scanning of documents. Binding and laminating of documents.

		Deliver Photostats etc. to designated destinations. Monthly printing report according to pin codes / per user. Provide counter service. Receive the request form and documents. Record documents received and delivered in a register. Contact client / or deliver when documents are ready. Attend to counter queries. Perform minor maintenance on the photocopier machine. Identify record and arrange for the repair of defects to the machine. Ensure that the maintenance contractual agreements are enforced. Arrange for the servicing of and repair to the machine. Arrange for installation, moving of reprographic machinery. Undertake the general maintenance and cleaning of the machine. Make requisitions for photocopying materials. Ensure that photocopying materials and equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.
<u>ENQUIRIES</u>	:	Mr. N Petersen Tel No: (023) 348 4600
<u>POST 17/541</u>	:	<u>PHOTOCOPY OPERATOR REF NO: 149</u> District Office: Education District Office Eden & Central Karoo
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	George
<u>REQUIREMENTS</u>	:	Grade 8. To provide photocopier services for the Education District Office. Knowledge: Departmental policies and procedures regarding reprographic services. Knowledge of appropriate legislation (e.g. Occupational Health and Safety) Understanding of the work in registry Skills: Basic Numeracy and literacy. Ability to operate reprographic machinery. Language skills (2 Official languages). Communication skills. Writing skills. Organising skills Interpersonal skills.
<u>DUTIES</u>	:	Operate the photocopier machines (Adhere to the stipulations and safety measures as presented by the Occupational, Health and Safety Act). Make photocopies for staff. Report any malfunctioning of photocopier machines to supervisor. Keep records of photocopier machine activities and meter readings. Scanning of documents. Binding and laminating of documents. Deliver Photostats etc. to designated destinations. Monthly printing report according to pin codes / per user. Provide counter service. Receive the request form and documents. Record documents received and delivered in a register. Contact client / or deliver when documents are ready. Attend to counter queries. Perform minor maintenance on the photocopier machine. Identify record and arrange for the repair of defects to the machine. Ensure that the maintenance contractual agreements are enforced. Arrange for the servicing of and repair to the machine. Arrange for installation, moving of reprographic machinery. Undertake the general maintenance and cleaning of the machine. Make requisitions for photocopying materials. Ensure that photocopying materials and equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.
<u>ENQUIRIES</u>	:	Mr. J Jonkers Tel No: (044) 803 8300 (Eden & Central Karoo EDO)
<u>POST 17/542</u>	:	<u>MESSENGER REF NO: 105 (X2 POSTS)</u> Directorate: Knowledge And Information Management
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Requirements: National Senior Certificate (or equivalent (NQF 4); A minimum of 1 year experience in a messenger, registry or administrative environment. Recommendation: A valid Code B or higher Drivers Licence; appropriate experience in a registry environment would be an advantage. To render an effective and efficient messenger service to the support and line functionaries at the WCED Head Office and assist registry. Services where needed. Knowledge: Appropriate knowledge and experience of messenger services as well as registry functions. Skills: Team Building and strong inter-personal skills. Communication skills in at least two official languages. Planning, Organizing and People management skills. Computer Literacy. Decision Making. Time management. Good written and verbal communication skills. must be a team player and self-motivated.
<u>DUTIES</u>	:	Collection, picking up, delivering and posting of letters, documents, parcels, Photostats, reprographics, faxes, files, records and other documents. Walking and driving from various pick-up stations; preparing of file covers and letters for franking; assist with execution of functions of the records division as requested; record documentation received and delivered in appropriate

		registers and electronic systems; assist in rendering transport services and do minor emergency maintenance of vehicle (e.g. changing of flat tyre, maintain vehicle, etc.)
<u>ENQUIRIES</u>	:	Ms Z Jones Tel No: (021) 467 2766
<u>POST 17/543</u>	:	<u>GENERAL WORKER/GROUNDSMAN REF NO: 85</u> Directorate: Cape Teaching & Leadership Institute
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Kuils River
<u>REQUIREMENTS</u>	:	ABET (Basic Literacy). Knowledge: Basic safety precautions in handling hazardous material liquids. Use of cleaning equipment. Maintenance / care of cleaning equipment Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils.
<u>DUTIES</u>	:	Perform general work. Load and off load furniture, equipment's and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation / offices. Prepare and clean venues. Raise / lower SA Flag. Maintain premises / building. Cleaning premises and surroundings. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Closing of windows. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc) and equipment after use. Request cleaning materials. Keep and maintain stock register. Maintain and water interior garden / plants. Refresh water cooler daily. Maintain the garden and outside areas. Watering the garden. Clean gutters, furrows and drains. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides and other poisons. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Request maintenance material. Keep and maintain stock register.
<u>ENQUIRIES</u>	:	Ms M. Van Wyk Tel No: (021) 900 5026
<u>POST 17/544</u>	:	<u>GENERAL WORKER/GROUNDSMAN: CIRCUIT 5 REF NO: 220</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Vredendal
<u>REQUIREMENTS</u>	:	ABET (Basic Literacy). Knowledge: Basic safety precautions in handling hazardous material liquids. Use of cleaning equipment. Maintenance / care of cleaning equipment Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils.
<u>DUTIES</u>	:	Perform general work. Load and off load furniture, equipment's and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation / offices. Prepare and clean venues. Raise / lower SA Flag. Maintain premises / building. Cleaning premises and surroundings. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Closing of windows. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc) and equipment after use. Request cleaning materials. Keep and maintain stock register. Maintain and water interior garden / plants. Refresh water cooler daily. Maintain the garden and outside areas. Watering the garden. Clean gutters, furrows and drains. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides

		and other poisons. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Request maintenance material. Keep and maintain stock register.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)
<u>POST 17/545</u>	:	<u>GENERAL WORKER/GROUNDSMAN REF NO: 224</u> District Office: Education District Office West Coast
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Paarl
<u>REQUIREMENTS</u>	:	ABET (Basic Literacy). Knowledge: Basic safety precautions in handling hazardous material liquids. Use of cleaning equipment. Maintenance / care of cleaning equipment Skills: Basic communication skills. Basic literacy skills. Ability to work in garden and handle equipment. Ability to work in office with cleaning utensils
<u>DUTIES</u>	:	Perform general work. Load and off load furniture, equipment's and any other goods to relevant destination. Clean government vehicles. Clean relevant workstation / offices. Prepare and clean venues. Raise / lower SA Flag. Maintain premises / building. Cleaning premises and surroundings. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Closing of windows. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum cleaners, etc) and equipment after use. Request cleaning materials. Keep and maintain stock register. Maintain and water interior garden / plants. Refresh water cooler daily. Maintain the garden and outside areas. Watering the garden. Clean gutters, furrows and drains. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides and other poisons. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Request maintenance material. Keep and maintain stock register.
<u>ENQUIRIES</u>	:	Ms A Truter Tel No: (021) 860 1209 (West Coast EDO)