



**Western Cape
Government**

CORPORATE SERVICES CENTRE EXTERNAL VACANCY BULLETIN 5 OF 2012

Closing date: 4 May 2012

Date of issue: 16 April 2012

Exciting opportunities for persons who want to make a difference. External applicants are welcome to apply:

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| AGR 09/2012 | Administration Clerk Programme Technology, Research and Development Services, Nortier Research Farm, Lamberts Bay | 5 | Agriculture | 7 |
| AGR 10/2012 | Farm Foreman Programme Technology, Research and Development Services, Elsenburg Research Farm, Elsenburg | 5 | Agriculture | 8 |
| AGR 11/2012 | Tractor Driver/Operator Programme Technology, Research and Development Services, Elsenburg Research Farm, Elsenburg (3 positions available) | 4 | Agriculture | 9 |
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| DOTP 20/2012 | Human Resource Practitioner, Directorate: Policy and Planning, Cape Town | 8 | Premier | 29 |
| DOTP 21/2012 | Employee Health and Wellness Practitioner, Directorate: Organisational Behaviour, Cape Town | 8 | Premier | 30 |
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| TPW 32/2012 | Construction Innovation Developer, EPWP: Construction Industry Innovation and Empowerment: Construction Innovation, Cape Town | 9 | Transport and Public Works | 35 |
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| TPW 37/2012 | Training Coordinator, Branch Provincial Roads and Transport, Office of the Regional Manager, Eden Karoo, Oudtshoorn | 5 | Transport and Public Works | 40 |
| TPW 38/2012 | Procurement Clerk, Road Infrastructure, West Coast Regional Office, Ceres | 5 | Transport and Public Works | 41 |
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Note on remuneration:

Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc.

MMS remuneration packages are flexible and may be individually structured as prescribed. The MMS package may be structured for a car allowance. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



POSITIVE ABOUT PEOPLE WITH DISABILITIES

DEPARTMENT OF AGRICULTURE

Post Title: Scientific Technician – Grade A, B or C (Dairy)
Station: Institute for Animal Production, Outeniqua Research Farm, George
Remuneration: R 181 344 – R277 986 per annum (OSD)
Dependant on post qualification years of experience.
Reference number: AGR 06/2012
Enquiries: Prof R Meeske: (044) 803 7300 or 082 908 4110
Closing date: 4 May 2012

Requirements:

- A National Diploma in Science NQF 6 (or equivalent) in the field of animal production;
- Registration with SACNASP as a Certified Natural Scientist;
- A minimum of 14 years post qualification experience in Animal Production Management;
- At least 10 years' experience in management of dairy cows;
- A valid code B drivers' licence.

Recommendation:

- Proven skills as a dairy stockman for at least 10 years.

Key performance areas:

- Herd management, pasture measurement and management, animal health and reproduction management and breeding;
- Registration of cows and milk recording;
- Render technical assistance in animal production research projects for the development of more efficient farming practices;
- Plan the technical execution of research projects as well as manage personnel and procure required resources as stipulated in the project plan;
- Execute technical aspects according to the project plan and contribute to the compilation of reports as required;
- Control assets allocated to projects, give inputs for budget planning and supervise personnel;
- Keep up to date with regard to applicable prescripts, policies, procedures, technologies and new developments in the subject field.

Competencies:

- Proven experience of artificial insemination (AI) of cows;
- Experience as a research technician, dairy management on pasture and total mixed ration systems, in the official milk recording systems;
- Proven computer literacy in MS Office;
- Good communication skills (written and verbal) in at least two of the official languages of the Western Cape;
- Other skills: Information management, data analysis and presentation skills.

Applications are to be submitted on fully completed Z83 forms obtainable from any government department or www.westerncape.gov.za/eng/jobs/ clearly indicating the position being applied for and reference number. Applications must include a current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement.

The candidature of applicants will be considered on the information as supplied in the submitted application documentation. Applicants who are considered for the interview and further selection processes may be required to submit documentation supporting such information with due regard to conditions that may be set. Shortlisted candidates will be required to attend an interview and/or competency assessments/proficiency tests on a date and time as determined by the department.

Forward your application to Judy Johnstone, Ayanda Mbanga Response Management, PO Box 833, Green Point 8051 or place in the Ayanda Mbanga Response Management Job Application box located at Ground floor, 1 and 4 Dorp Street, Cape Town. Applications not submitted via Ayanda Mbanga or applications not received on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful.

The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.

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DEPARTMENT OF AGRICULTURE

Post Title: Senior Agricultural Advisor: Animal Production
Station: Programme: Farmer Support and Development, Sub-Programme: Extension and Advisory Services, District: Central Karoo, Beaufort West
Remuneration: R 221 058 per annum (Level 9)
Reference number: AGR 07/2012
Enquiries: Mr JD Aries: (021) 808 5199
Closing date: 4 May 2012

Requirements:

- Appropriate 4-year BSc Degree in Agriculture (NQF 7) with Animal Production (Livestock, with special emphasis in small stock) as a major subject;
- Appropriate experience;
- Valid code B drivers' licence.

Recommendation:

- Applicants in possession of a higher qualification will receive preference.

Key performance areas:

- Provide technical input with regard to the development of animal production projects including business plans;
- Planning and Implementation of Developmental projects;
- Extension or specialised support to emerging farmers;
- Research and development;
- Management of human resources and finances;
- General office administration.

Competencies:

- Knowledge of livestock industry and related farming systems, markets and value adding as well as Project management;
- Good understanding of land reform programmes;
- Proven computer literacy (MS Excel, Word and PowerPoint);
- Good communication skills (written and verbal) in two of the official languages of the Western Cape (Xhosa, English and Afrikaans);
- Other skills: Good research; sound organisational skills.

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DEPARTMENT OF AGRICULTURE

Post Title: Agricultural Advisor
Station: Farmer Support and Development, Cape Metropole (Phillipi)
Remuneration: R 185 985 per annum (Level 8)
Reference number: AGR 08/2012
Enquiries: Mr M Sebopetsa: (021) 808 5103
Closing date: 4 May 2012

Requirements:

- 4 year Degree in Agriculture (NQF 7);
- Valid code B drivers' licence.

Key performance areas:

- Compilation of project submissions and project management;
- Deliver continuous support to farmers, especially developing farmers;
- Facilitate workshops and planning sessions to determine needs and progress;
- Promote sustainable production systems;
- Report writing regarding technical progress;
- Facilitate the development of institutional capacity relevant training as well as support projects;
- Participate as a member of the LRAD project team by giving technical inputs for the compilation of business plans.

Competencies:

- Generalist background in Agriculture;
- Organisation skills of developing Agricultural sector;
- Strategic planning skills;
- Excellent skills in – people management, communication and report writing.
- Ability to work well within a team and must be able to meet strict deadlines.

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DEPARTMENT OF AGRICULTURE

Post Title: Administration Clerk
Station: Programme Technology, Research and Development Services, Nortier Research Farm, Lamberts Bay
Remuneration: R 101 007 per annum (Level 5)
Reference number: AGR 09/2012
Enquiries: Mr C Rheeder: (027) 432 9903
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- A minimum of 2 years' relevant experience;
- A valid drivers' licence.

Key performance areas:

- To provide the following services:
 - a. Office administration
 - b. Reception duties
 - c. Typing
 - d. Logistical support

Competencies:

- Knowledge in getting quotations, planning and organising and relevant legislation;
- Working knowledge of systems;
- Proven computer literacy;
- Good communication skills (written and verbal) in at least two of the official languages of the Western Cape.

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DEPARTMENT OF AGRICULTURE

Post Title: Farm Foreman
Station: Programme Technology, Research and Development Services, Elsenburg Research Farm, Elsenburg
Remuneration: R 101 007 per annum (Level 5)
Reference number: AGR 10/2012
Enquiries: Mr B Shikwambana: (021) 808 7061
Closing date: 4 May 2012

Requirements:

- Basic literacy and numeracy (ABET level 3 – Grade 7);
- A minimum of 3 years' experience;
- A valid code 8 drivers' licence.

Key performance areas:

- To oversee the execution of the following:
 - a. Routine activities in respect of crop/pasture production;
 - b. Routine activities in respect of livestock;
 - c. General routine activities;
 - d. General routine activities in respect of infrastructure;
- Perform all administrative and related functions.

Competencies:

- Knowledge of key performance areas;
- Technical report writing;
- Proven computer literacy;
- Skills: Self-management, leadership, work ethics, interpersonal and communication skills (written and verbal).

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DEPARTMENT OF AGRICULTURE

Post Title: Tractor Driver/ Operator (3 positions available)
Station: Programme Technology, Research and Development Services, Elsenburg Research Farm, Elsenburg
Remuneration: R 84 483 per annum (Level 4)
Reference number: AGR 11/2012
Enquiries: Mr B Shikwambana: (021) 808 7061
Closing date: 4 May 2012

Requirements:

- Basic education (Literacy and Numeracy - ABET level 4);
- A minimum of 2 years' appropriate experience;
- A valid code EC1 drivers' licence with a valid PDP.

Key performance areas:

- Operate tractors with farm implements;
- General physical farm activities, infrastructure development and maintenance activities;
- Maintenance of machinery, implements and equipment;
- Relevant administrative duties.

Competencies:

- Knowledge of key performance areas;
- Good communication skills (written and verbal);
- Ability to work well within a team.

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DEPARTMENT OF AGRICULTURE

Post Title: Groundsman (2 positions available)
Station: Sub-programme: Operational Support Services, Sub-programme: Facilities Maintenance, Elsenburg
Remuneration: R 59 625 per annum (Level 2)
Reference number: AGR 12/2012
Enquiries: Mr P Michau: (021) 808 5140 or Mr WS van Zijl: (021) 808 7719
Closing date: 4 May 2012

Requirements:

- Basic Education and Training (Literacy and Numeracy ABET level 2);
- Appropriate industrial experience.

Key performance areas:

- Disposal of waste material and cleaning of facilities;
- Firefighting and prevention;
- Opening of springs and unblocking of drains;
- Loading and unloading of goods;
- Landscaping as well as cutting and pruning of lawns;
- Irrigation and maintenance;
- Care for equipment, for example cleaning, oiling, sharpening, etc.

Competencies:

- Practical knowledge and experience in gardening and routine maintenance;
- Ability to do hard manual labour and handle tools;
- Ability to work independently and in a team.

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DEPARTMENT OF AGRICULTURE

Post Title: Farm Aid
Station: Programme Technology, Research and Development Services,
Langgewens Research Farm, Moorreesburg
Remuneration: R 59 625 per annum (Level 2)
Reference number: AGR 13/2012
Enquiries: Mr JJ Jordaan: (022) 432 2370
Closing date: 4 May 2012

Requirements:

- Basic Education and Training literacy and numeracy (ABET level 2);
- Basic experience of key performance areas.

Key performance areas:

- Perform manual farm activities related to the following:
 - a. Crop production;
 - b. Animal production;
 - c. Mixed cropping and livestock research farm;
 - d. Infrastructure development and maintenance.

Competencies:

- Ability to do physical work;
- Good communication skills;
- Ability to work well within a team.

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DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

Post Title: Administrative Officer: Local Economic Development (3 positions)
Station: Chief Directorate: Integrated Economic Development Services, Cape Town
Remuneration: R 185 958 per annum (Level 8)
Reference number: DEDAT 03/2012
Enquiries: Mr M Lakay: (021) 483 4717
Closing date: 4 May 2012

Requirements:

- A recognized 3 year B Degree in Economics or Public Administration/Management or equivalent qualification (NQF 6);
- Valid code 8 driver's licence.

Key performance areas:

- Draft documentation like submissions, letters, etc.
- Plan activities for example: diary management, travel itineraries, document flow in the office;
- Properly record minutes and decisions at meetings;
- Run and maintain a record management system;
- Procure goods and services;
- Analyse documents and situations;
- Access research sources.

Competencies:

- Knowledge of relevant legislation/ policies/ prescripts and procedures;
- Excellent communication skills in order to communicate effectively (written and verbally);
- Excellent report writing skills;
- Strategic planning skills;
- Ability work under pressure and take initiative.

NOTE: These positions were previously advertised with a closing date of 23 March 2012. CANDIDATES WHO PREVIOUSLY APPLIED NEED NOT RE-APPLY as their previous applications will be considered.

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DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

Post Title: Assistant Director: LED Specialist (2 positions available)
Station: Chief Directorate: Integrated Economic Development Services, Cape Town
Remuneration: R 221 058 per annum (Level 9)
Reference number: DEDAT 07/2012
Enquiries: Ms A Venter: (021) 483 9295
Closing date: 4 May 2012

Requirements:

- Suitable and recognised 3 year B-Degree in Economics or equivalent (NQF 6);
- A minimum of 3 years relevant experience in an economic development environment;
- Valid code 8 driver's licence.

Key performance areas:

- Do research that informs interventions that promote Local Economic Development (LED);
- Do planning analysis (based on research) that informs economic programmes (broad) aimed at promoting LED;
- Assist in the development and implementation of interventions that promote LED and the identification of new LED initiatives and programmes;
- Participate in planning, monitoring and evaluation of LED programmes e.g. LED Growth Fund;
- Networking with academic and technical institutions and international organisations to inform planning issues;
- Provide technical expertise in the submission of inputs to operational policy that impact on the implementation as well as support to the management of the LED unit in terms of administrative activities;
- Monitoring and evaluation of LED projects and programmes.

Competencies:

- Knowledge of National and Provincial Strategic Objectives; contemporary issues affecting growth in economic sectors and Provincial and National strategies to address Local Economic Development (Asgisa, IPAP, etc.);
- Demonstrate experience in economic analysis performed as well as technical consulting and report writing;
- Project or programme management with practical exposure to planning and organisational skills, problem solving and financial management or administration;
- Ability to access research and development sources;
- Skills: Sound organising, planning, and time management skills as well as good communication skills (written and verbal) in at least two of the three official languages.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



POSITIVE ABOUT PEOPLE WITH DISABILITIES

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

Post Title: Assistant Director: Research (2 positions available)
(12 month contract period)
Station: Economic Planning Unit, Cape Town
Remuneration: R 221 058 per annum (Level 9) - CTE
Reference number: DEDAT 08/2012
Enquiries: Mr B Dayimani: (021) 483 9248
Closing date: 4 May 2012

Requirements:

- A 3 year B-Degree in Economics or Research Methodology or equivalent – (NQF 6);
- A minimum of 2 years' experience in economic research environment;

Recommendation:

- A postgraduate in Economics (NQF 7) will be an added advantage.

Key performance areas:

- Conduct economic research in the economic structure of the province and quarterly reviews for the department in the priority sectors;
- Provide expert input in the development of economic research agenda and the programme for the department;
- Provide quality assurance on the overall data gathering for economic sectors;
- Manage economic data systems;
- Manage large scale outsourced research projects in accordance with the PFMA;
- Establish a strong research network with all institutions of higher learning and other provincial departments.

Competencies:

- Knowledge of provincial policies on Economic Development; provincial and national strategies to address poverty; Provincial Development Council Frameworks as well as Provincial Growth and Development Strategy;
- Advanced statistical analysis skills;
- Sound Project Management skills;
- Other skills: Excellent conceptualization, report writing and editing, interpersonal, problem solving, organising as well as communication skills(written or verbal);
- Ability to work under pressure and in a team.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

Post Title: Administrative Officer
Station: Directorate: Services, Cape Town
Remuneration: R 185 958 per annum (Level 8)
Reference number: DEDAT 09/2012
Enquiries: Ms G Smith: (021) 483 9373
Closing date: 4 May 2012

Requirements:

- Appropriate Bachelor's degree or equivalent (NQF 6);
- A minimum of 3 years' experience, preferably in a projects environment;
- A valid code 08 drivers' licence.

Recommendation:

- Project Management certificate.

Key performance areas

- Manage project- related resources (financial, human, provisioning) that supports the effective and efficient operations of the Directorate;
- Support the delivery of projects to ensure effective and efficient delivery of projects, programmes and initiatives;
- Manage, co-ordinate and provide a secretariat function for workshops, fora , industry platforms;
- Conduct basic economic and/or industry – relevant research and compile comprehensive reports;
- Implement and maintain a Monitoring & Evaluation and Reporting system for projects and the Directorate;
- Render a line administrative support service to the Directorate;
- Represent the Department / Directorate at external / internal meetings, committees, fora.

Competencies:

- Knowledge of Quality Assurance, managing projects as well as procurement policies and procedures;
- Skills: Proven computer literacy; Excellent communication skills (written and verbal); Report writing, basic research and minute taking skills;
- Must be able to work in a pressurised environment.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

Post Title: Chief Town and Regional Planner Grade A
Station: Development Facilitation Unit, Chief Directorate Environmental and Land Management, Cape Town
Remuneration: R 532 464 – R 608 814 per annum
Dependent on post qualification experience
Reference number: EADP 12/2012
Enquiries: Mr G Gerber: (021) 483 2787
Closing date: 4 May 2012

Requirements:

- An appropriate, recognised qualification as promulgated in the regulations prescribed for registration in terms of The Planning Professions Act, 2002 (Act 36 of 2002);
- Registration with the South African Council of Planners (SACPLAN) as a Professional Planner;
- A minimum of 6 years post-qualification appropriate experience in town and regional planning;
- A valid code 08 (EB) drivers' licence.

Key performance areas

- Assist the Head of the Unit with
 - a. the provision of strategic support (policy, programme,
 - b. plan level development planning advice and assistance) to the Western Cape Municipalities and other organs of state;
 - c. provision of regulatory support (development planning advice and assistance) to the Western Cape Municipalities and other organs of state;
 - d. the facilitation of development planning capacity building of the Western Cape Municipalities and other organs of state, and within the Department;
- Represent the Department on relevant committees and forums, with particular reference to the Department's strategic objectives;
- Liaise at a national, provincial and local sphere with stakeholders in pursuit of cooperative governance to give effect to strategic objectives.

Competencies:

- Wide ranging experience in the application of planning legislation, policies, norms and guidelines;
- Very good knowledge of town and regional planning and development aspects in urban and rural areas, as well as of the applicable legislation, policies, norms and guidelines, integrated development planning and spatial planning;
- Project management knowledge and experience;
- Good knowledge of and experience in policy analysis, interpretation and formulation;
- Proven computer literacy (MS Suite).

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

Post Title: Deputy Director: Strategic Support
Station: Directorate: Strategic and Operational Support, Cape Town
Remuneration: R 434 505 per annum (Level 11) - CTE
Reference number: EADP 13/2012
Enquiries: Mr A Gaffoor: (021) 483 5128
Closing date: 4 May 2012

Requirements:

- A 3 year B-Degree or equivalent (NQF 6);
- A minimum of 5 years' experience in a strategic management and/or business development environment.

Recommendation:

- Formal training in Project Management on at least NQF 6 level.

Key performance areas

- Facilitate the Department's strategic and high level strategic planning processes;
- Co-ordinate the formulation of the Department's strategic and Annual Performance Plan;
- Co-ordinate the drafting of the Department's annual report;
- Serve as PS07 Secretariat and as Departmental Project Officer (DPO);
- Enhance the strategic relations between the Department and Cape Nature.

Competencies:

- Extensive knowledge of applicable National, Provincial and Departmental policies, prescripts and practices as well as programme/ project management, research and planning procedures;
- Knowledge of Human Capital Management and Development as well as Financial Management;
- Understanding of strategic financial management;
- Effective corporate communication (written and verbal);
- Proven computer literacy.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

Post Title: Environmental Officer Production
Station: Waste Policy and Minimization, Cape Town
Remuneration: R158 601 – R176 019 per annum Grade A (OSD)
R186 819 – R207 339 per annum Grade B (OSD)
Dependent on years of experience.
Reference number: EADP 15/2012
Enquiries: Ms B Langenhoven: (021) 483 2971
Closing date: 4 May 2012

Requirements:

- An appropriate, recognized 3-year B-Degree in Natural or Physical Sciences, Environmental Sciences or Engineering or equivalent (NQF 6);
- Appropriate working experience in the environmental field;
- A valid code 08 (EB) drivers' licence;

Key performance areas:

- Assist with the execution of programmes and projects related to the implementation of waste minimization strategies, capacity building and awareness programmes regarding waste minimization, development and comment on relevant draft legislation and policies;
- Monitor compliance and enforce relevant statutory provisions with regards to the National Environmental Management Waste Act;
- Liaise with local and provincial authorities, organised civil society, non-governmental organizations, business and industry, organized labour with the view of developing policy, legislation, norms, standards and guidelines regarding integrated waste management;
- Represent the Department on various committees and forums;
- Assist with general planning and organizing activities related to projects;
- Handle enquiries pertaining to waste management problems and matters related to the component's objectives;
- Provide advice on technical reports, including environmental impact assessment reports.

Note: Must be willing to travel.

Competencies:

- Knowledge of environmental management, including waste management and of environmental legislation, policies, and regulations;
- Experience in waste minimization and in planning, organising and report writing;
- Skills: Organisational, planning, sound interpersonal and communication skills (written and verbal), conflict resolution and negotiation skills;
- Proven computer literacy (MS Word and MS PowerPoint).

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

Post Title: Administrative Officer
Station: Directorate: Strategic and Operational Support, Cape Town
Remuneration: R149 742 per annum (Level 7)
Reference number: EADP 16/2012
Enquiries: Mr L Murphy: (021) 483 2746
Closing date: 4 May 2012

Requirements:

- A 3 year tertiary qualification or equivalent (NQF 6) with a minimum of 3 years relevant experience; or
- Grade 12 (Senior Certificate) or equivalent (NQF 4) with a minimum of 5 years relevant experience in an office or project management environment.

Key performance areas

- Assist with the duties of PSO7 Secretariat which entails drafting of agenda and minutes, rendering of logistical support and assisting with the appointment of Steering and Work Group members;
- Administer APP projects on and access to the Executive Dashboard inclusive of the training of users;
- Assisting project managers with the completion of Project Initiation Documents (PIDs), project close-out and scope change reports;
- Manage data and information which include the maintenance of a proper system of recordkeeping and the dissemination of documents;
- Assist with the management of the Unit's budget inclusive of the review of monthly cash flows and personnel expenditure;
- Procure goods and services and safeguard stationery and assets.

Competencies:

- Experience in the organisation of events/meetings;
- Effective record management and diary management;
- Good communication skills (written and verbal);
- Ability to draft documentation like memos, letters, submissions and reports.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF HUMAN SETTLEMENTS

Post Title: Case Officer (12 month contract position)
Station: Directorate: Communications and Stakeholder Relations, Cape Town
Remuneration: R149 742 per annum (Level 7) - CTE
Reference number: HS 10/2012
Enquiries: Mr M Mafungwa: (021) 483 4970
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- Minimum of 3 years relevant experience;
- A valid Code EB (manual) driver's licence.

Key performance areas:

- Deal with telephonic, written and personal enquiries from the public and assist the public with lodging complaints where necessary;
- Liaise with all relevant parties concerning matters applicable to this position;
- Update case management system and perform inspections;
- Investigate cases and negotiate with relevant parties concerned;
- Present reports on the cases to hearings and testify on relevant cases
- Serve subpoenas
- Refer unresolved cases to the Tribunal for hearings and compile settlement agreements for confirmation as rulings by the Tribunal

Competencies:

- Exposure/Knowledge of Law of Contracts and common law relating to rentals;
- Knowledge of
 - a. applicable policies, guidelines, standards, best practices, procedures and legislation in the public service;
 - b. property management
- Skills: sound organising, interpersonal, coordinating, analytical and problem solving skills; Good verbal and written communication skills in at least two of the official languages of the Western Cape; Computer literacy in MS Office and Outlook;
- Other skills: Mediation/facilitation skills as well as dispute resolution/conflict management skills
- Must have the ability to interpret legislation, to do research and report writing as well as to conduct meetings.

Note: The post incumbent must be able to work overtime when required.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF HUMAN SETTLEMENTS

Post Title: Senior Administration Clerk
Station: Directorate: Land and Asset Management, Cape Town
Remuneration: R 101 007 per annum (Level 5)
Reference number: HS 11/2012
Enquiries: Mr M Kapman: (021) 483 4514
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- A minimum of 1 year relevant experience.

Key performance areas

- Administrative duties;
- To market WCG properties with respect to vacant erven, placing advertisements, proactive disposal of rental units and implementation of Enhanced Extended Discount Benefits Scheme (EEDBS) subsidies;
- Handling enquiries and complaints of the public;
- Draft submissions, reports and assist with audit queries;
- Advise and assist members of the community;
- Implement resolutions of the Pre-Emptive right;
- Record keeping and the continuous updating of the departments computerised debtor system and files.

Competencies:

- Knowledge and experience of office administration;
- Knowledge of Deeds, Survey-General's information and Geographical Information System (GIS);
- Proven computer literacy;
- Skills: Communication skills (written and verbal); innovative, interpersonal skills;
- Ability to work well within a team and independently.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF HUMAN SETTLEMENTS

Post Title: Senior Administration Clerk
Station: Directorate: Land and Asset Management, Cape Town
Remuneration: R 101 007 per annum (Level 5)
Reference number: HS 12/2012
Enquiries: Mr H Makies: (021) 483 8985
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- A minimum of 1 year relevant experience.

Key performance areas:

- Prepare submissions to management;
- Write letters to State and Private Attorneys pertaining to transfers and cancellation of bonds;
- Implementing the Enhanced Extended Discount Benefit Scheme (EEDBS) to qualify debtors;
- Handling of general enquiries;
- Record keeping;
- Promote Stakeholder management and communication;
- Provide reliable and accurate statistics when required on asset management.

Competencies:

- Knowledge and experience of office administration;
- Knowledge of Deeds, Survey-General's information and Geographical Information System (GIS);
- Proven computer literacy;
- Skills: Communication skills (written and verbal); innovative, interpersonal skills;
- Ability to work well within a team and independently.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF HUMAN SETTLEMENTS

Post Title: Senior Administration Clerk – (2 contract positions for 12 months)
Station: Directorate: Communications and Stakeholder Relations, Rental Housing Tribunal, Cape Town
Remuneration: R 101 007 per annum (Level 5) - CTE
Reference number: HS 13/2012
Enquiries: Ms M Hansby: (021) 483 6494
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- A minimum of 1 year relevant experience.

Key performance areas:

- Provide general administrative support regarding all activities of the Rental Housing Tribunal related matters to the component and line management within the Department which include document flow, general enquiries and correspondence (written, telephonic and personal);
- Assist the Administrative Officer in liaising with and providing logistical support to Tribunal members regarding activities of the Tribunal;
- Logistical support to mediations and hearings;
- General office administration tasks.
- Record keeping and file tracking as well as maintaining the case management system.

Competencies:

- A working knowledge of the business of the Corporate Services Centre
- Knowledge and the application of applicable policies, guidelines, procedures and legislation relating to property management;
- Knowledge and experience of office administration;
- Report writing skills;
- Other skills: Good computer literacy in MS Office; Good written and verbal communication skills in at least two of the official languages of the Western Cape; Record keeping skills; Interpersonal skills as well as sound planning and organizational skills;
- Ability to work under pressure and meet tight deadlines.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Application Development Manager
Station: Directorate: Economic, Governance and Administration (EGA), Cape Town
Remuneration: R 434 505 per annum (Level 11) - CTE
Reference number: DOTP 15/2012
Enquiries: Ms E De Bruyn: (021) 483 3816
Closing date: 4 May 2012

Requirements:

- An appropriate 3 year B-Degree or equivalent (NQF 6);
- A minimum of 5 years' management experience in an ICT environment;
- A valid code 08 drivers' licence.

Key performance areas

- Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritized needs relating to systems and applications planning, development, implementation and maintenance;
- Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications;
- Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes;
- Manages functional, applications training and support (FATS) as well as project office, project managers and project processes;
- Provide inputs into the budget and fiscal processes;
- Member of the component's management team.

Competencies:

- Knowledge of Public Service Acts, policies and regulations, Architecture and Frameworks, Project, Financial and Human Resource Management as well as technical standards and procedures;
- Skills: Exceptional planning and organization, excellent communication (written and verbal) and Proven computer literacy skills;
- Ability to work under pressure and meet strict deadlines.

Note: Must be willing to work outside of normal hours according to service delivery needs.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Deputy Director: Support Services
Station: Provincial Training Institute, Kromme Rhee, Stellenbosch
Remuneration: R 434 505 per annum (Level 11) - CTE
Reference number: DOTP 16/2012
Enquiries: Mr S Miti: (021) 865 8046
Closing date: 4 May 2012

Requirements:

- Appropriate B - Degree or equivalent (NQF 6) with a minimum of 3 years' management experience in the key performance areas in an institutional environment OR
- Grade 12 (Senior Certificate) or equivalent (NQF 4) with a minimum of 6 years' management experience in the key performance areas in an institutional environment

Key performance areas:

- Render support services and manage the Subdirectorate;
- Financial and supply chain management;
- Facilities management;
- Strategic support to the PTI's senior management;
- Interaction with key stakeholders in the Corporate Services Centre;
- Project management and general support;

Competencies:

- Knowledge of
 - a. national and provincial instruments and legislation pertaining to human resource management with specific reference to the Public Service Amendment Act, Public Service Regulations, Employment Equity Act, Labour Relations Act;
 - b. financial-management and supply chain management prescripts;
 - c. Project management;
 - d. Staff performance-management system (SPMS);
- Benchmarking;
- Mentoring and coaching practices;
- Proven leadership, planning and organising, proven project management, computer literacy, and communication (written and verbal) skills.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Deputy Director – Collective Bargaining
Station: Directorate Employee Relations, Cape Town
Remuneration: R 434 505 per annum (Level 11) - CTE
Reference number: DOTP 17/2012
Enquiries: Ms R Mohamed: (021) 483 5118
Closing date: 4 May 2012

Requirements:

- A recognised Bachelor's degree or diploma in Labour Relations/Human Resource Management (NQF 6);
- Minimum of 3 years relevant management experience within the Public Service;
- Valid Code 8 driver's licence;

Key performance areas:

- Effective management of labour disputes;
- Promotion of sound labour relations/advise and labour peace within the WCG;
- Manage the collective bargaining process;
- Manage the labour relations function with regard to staff discipline;
- Represents the WCG on national and provincial structures/committees;
- Provide administrative, professional and technical guidance when necessary;
- Manage the performance of the component.

Competencies:

- Knowledge of public service labour relations and conflict management
- Knowledge of appropriate labour legislation
- Proven computer skills / literacy
- Excellent communication and report writing skills
- General management and strategic planning skills

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Assistant Director (Misconduct, Disputes and Grievances)
2 positions available
Station: Directorate Employee Relations, Cape Town
Remuneration: R 221 058 per annum (Level 9)
Reference number: DOTP 18/2012
Enquiries: Mr R Jansen: (021) 483 4646 or Ms I Sinclair: (021) 483 3520
Closing date: 4 May 2012

Requirements:

- Appropriate B-degree or equivalent (NQF 6);
- A minimum of 3 years' experience in labour relations;
- A valid drivers' licence.

Key performance areas:

- Function as manager/supervisor of Unit;
- Monitor and manage the day-to-day workflow of team;
- Manage and administer the staff appraisal system/process;
- Training and development of staff;
- Perform the following functions and are responsible for units who perform them: Handle misconduct matters; Handle grievances matters; Render advice on misconduct and grievance matters; Manage disputes.

Competencies:

- Knowledge of the following:
 - a. Staff performance management system (SPMS);
 - b. Disciplinary and dispute resolution processes;
 - c. Human resource management;
 - d. Financial management prescripts;
 - e. National and Provincial Resolutions and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act and, Public Service Regulations as well as the Labour Relations Act and other relevant labour relations prescripts;
- Mentoring and coaching skills;
- Other skills: Planning and organizing skills; Team building and strong interpersonal skills; Conflict resolution skills; excellent verbal and written communication skills in English and another language of the Western Cape Province; Presentation skills; Computer literacy skills.

Note: These positions were previously advertised as DOTP 01/2012 and could not be filled due to operational reasons. Candidates who previously applied must re-apply as their previous applications will not be considered.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Web Developer
Station: Chief Directorate: Strategic ICT Services, Directorate: e- Government for Citizens, Cape Town
Remuneration: R 221 058 per annum (Level 9)
Reference number: DOTP 19/2012
Enquiries: Mr L van Blerk: (021) 483 9776
Closing date: 4 May 2012

Requirements:

- An appropriate tertiary qualification or equivalent (NQF 6);
- A minimum 2 years' web development experience.

Key performance areas

- Develop and maintain web and mobile applications using approved CMS standard (Drupal) including research, site building, module development, integration, theming, testing and debugging;
- Systems analysis including developing Drupal site specifications (e.g. required modules, content types, taxonomy, views, user roles, etc.) in order to implement information architecture, wireframes and designs;
- Develop, maintain and support Drupal platform and supporting applications (e.g. Legacy CMS systems);
- Quality assurance ensuring technical and functional standards are observed, responsible for quality control as well as code walk-throughs, prepare system documentation including training manuals;
- Implement accessibility and usability guidelines.

Competencies:

- Knowledge in Drupal CMS or equivalent Open Source CMS's (Joomla, Wordpress), PHP, Web standards, Agile, Open source, Databases, Usability, Accessibility;
- Skills include: PHP, Drupal module development, Drupal theming, MySQL, JavaScript & jQuery, HTML 5 & CSS 3, Mobile, Responsive Design;
- Active participation in Drupal or Open Source communities will serve as an added advantage
- Excellent communication (verbal and written skills)
- Ability to work and make decisions under pressure, lead and be a team leader.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: HR Practitioner
Station: Directorate: Policy and Planning, Cape Town
Remuneration: R 185 958 per annum (Level 8)
Reference number: DOTP 20/2012
Enquiries: Ms I Britz: (021) 483 5478
Closing date: 4 May 2012

Requirements:

- A 3 year B-Degree in Human Resources or equivalent (NQF 6) with a minimum of 2 years relevant Human Resource experience; or
- Grade 12 (Senior Certificate) or equivalent (NQF 4) with a minimum of 6 years relevant Human Resource experience.

Key performance areas

- Assist Departments with the development of their HR Plans and progress reports;
- Assist with the appointment of HR Planning teams within departments in order to consult the draft HR Plan;
- Conduct workforce analysis from raw data to incorporate trends and graphs in the HR Plan;
- Assist with the environmental scan (PESTEL), International/National/Provincial/Labour trends for scenario building;
- Assist with the gap analysis, identify HR Priorities and make recommendations for suitable interventions to address the gaps in HR supply and demand of departments;
- Compile and consultation the progress reports (HRPIR) relating the HR Plans.

Competencies:

- Knowledge of the Constitution, Public Service Act and Regulations, Skills Development Act, Employment Equity Act, White Paper on transformation and Batho Pele principles;
- Skills: Advanced computer literacy (Excel and Word), good communication (written and verbal) as well as planning and organising skills;
- Ability to work under pressure independently and in a team.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Employee Health and Wellness Practitioner
Station: Directorate: Organisational Behaviour, Cape Town
Remuneration: R 185 958 per annum (Level 8)
Reference number: DOTP 21/2012
Enquiries: Dr C Goussard: (021) 466 9702
Closing date: 4 May 2012

Requirements:

- Appropriate B Degree (Psychology or Industrial Psychology) – NQF 6
- A minimum of 1 year research experience;
- A valid code 08 drivers' licence.

Recommendation:

- Appropriate Honours Degree (Psychology or Industrial Psychology) – NQF 7

Key performance areas

- Gather employee wellness indicator data/information;
- Analyse employee wellness data/information;
- Compile employee wellness information as required;
- Liaise with employee wellness service provider and provide them with relevant organisational statistics to triangulate;
- Scheduling of employee wellness research activities.

Competencies:

- Knowledge of policies and frameworks regarding to employee wellness programmes in government; latest advances in employee health and wellness theory and practice;
- Proven computer literacy;
- Good communication (written and verbal) skills;
- Skills: Research; Report writing; Facilitation and presentation; problem solving skills.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF THE PREMIER

Post Title: Personal Assistant
Station: Branch Corporate Assurance, Cape Town
Remuneration: R 149 742 per annum (Level 7)
Reference number: DOTP 22/2012
Enquiries: Ms D Matthews: (021) 483 8296
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- An appropriate Secretarial Diploma (NQF 5);
- A minimum of 3 years relevant experience.

Key performance areas

- Provides secretarial and receptionist services to the Manager;
- Render administrative support services which includes procurement;
- Provide support to Manager regarding meetings;
- Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly;
- Supports the Manager with the administration of the budget.

Competencies:

- Knowledge of Office Administration;
- Proven computer literacy (MS Office);
- Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape;
- Excellent writing skills;
- Ability to function under pressure and display a high level of reliability to act with tact and discretion.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Manager: Compliance Monitoring
Station: Expanded Public Works Programme:
Provincial Coordination, Compliance Monitoring, Cape Town
Remuneration: R 434 505 per annum (Level 11) - CTE
Reference number: TPW 29/2012
Enquiries: Ms C Muller: (021) 483 8528
Closing date: 4 May 2012

Requirements:

- A suitable and recognised B-Degree or equivalent (NQF 6);
- Minimum of 6 years appropriate experience;
- A valid code 8 drivers' licence.

Key performance areas:

- Collating with validating with Expanded Public Works Programme (EPWP) information;
- Ensure monitoring of compliance of interventions as pertained in the provincial implementation plan per sector;
- Coordinate compilation of quarterly reports on compliance of EPWP interventions per sector to provincial steering committee;
- Reporting to management on relevant issues;
- Compile and manage the implementation of the EPWP business plan;
- Financial and Human Resource management;
- General management of the component;

Competencies:

- Extensive knowledge of
 - a. National, Provincial and Departmental policies, prescripts and practices regarding Expanded Public Works Programme (EPWP);
 - b. Programme/Project Management research and planning procedures,
 - c. EPWP fiscal incentive models.
- Knowledge of Public Service reporting procedures, Human Capital Management and Development as well as Financial Management and basic knowledge of the Line functions and Departmental structure;
- Advanced computer skills;
- Excellent communication (written and verbal) skills;
- Other skills: Project management, report writing and formulation skills

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Assistant Manager: Compliance Monitoring Data Management
Station: Expanded Public Works Programme:
Provincial Coordination, Compliance Monitoring, Cape Town
Remuneration: R 221 058 per annum (Level 9)
Reference number: TPW 30/2012
Enquiries: Ms C Muller: (021) 483 8528
Closing date: 4 May 2012

Requirements:

- Suitable and recognised 3 year B. Degree or equivalent (NQF 6);
- Minimum of 6 years' appropriate experience in a management environment.

Key performance areas:

- Monitor compliance of EPWP interventions by Data Management, Collating and validating EPWP information received from relevant parties in accordance with prescripts;
- Detect and identify enhancements and improvements that increase the quality and efficiency of data processing;
- Control manual data system inputs, data system processing, and data system outputs;
- Resolve escalated data management issues by researching the root cause and providing recommendations;
- Alignment of provincial data management processes with national reporting prescripts and guidelines;
- Assume general responsibility for the collecting, editing, processing, and distribution of data;
- Management of data capturers programme and provide assistance where required as well as provide monthly and quarterly report on performance.

Competencies:

- Knowledge of National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures;
- Basic knowledge of the line function and Departmental and Municipal structures;
- Proven computer literacy (MS Word, MS Excel, MS PowerPoint, Statistics, Internet, Intranet).

Applications are to be submitted on fully completed Z83 forms obtainable from any government department or www.westerncape.gov.za/eng/jobs/ clearly indicating the position being applied for and reference number. Applications must include a current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Assistant Manager: Compliance Monitoring (Incentives Grants)
Station: Expanded Public Works Programme:
Provincial Coordination, Compliance Monitoring, Cape Town
Remuneration: R 221 058 per annum (Level 9)
Reference number: TPW 31/2012
Enquiries: Ms C Muller: (021) 483 8528
Closing date: 4 May 2012

Requirements:

- Suitable and recognised 3 year B. Degree or equivalent (NQF 6);
- Minimum of 6 years' appropriate experience in a management environment.

Key performance areas:

- Facilitate and co-ordinate EPWP Incentive Grants and lead intervention planning by Co-ordinating Provincial (interdepartmental) and Regional (Municipal) EPWP Planning for a specific sector, and rendering a secretariat function to the related Sector Working Group;
- Report to management on Incentive Grant performance Review compliance by public bodies to EPWP policies and business processes and statutory requirements (DORA) as well as eligibility of public bodies;
- Verify accuracy of EPWP actual performance information against targets;
- Review programme performance reports for accuracy and completeness;
- Attend stakeholder meetings;
- Prepare monthly and quarterly reports for Provincial Steering Committee and working groups and District Forums;
- Advise Public bodies on appropriate control measures.

Competencies:

- Extensive Knowledge of
 - a. National, Provincial and Departmental Policies, prescripts and practices regarding EPWP (including DORA);
 - b. programme/project management, research and planning procedures
- Knowledge of Public Service reporting procedures;
- Basic knowledge of line functions and departmental and municipal structures;
- Advanced computer literacy – MS Office (Word, Excel, Power Point), and Graphs Management;
- Other skills: Planning and organisational skills; Policy formulation; Problem solving and analytical skills
- Ability to interpret and apply policies.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Construction Innovation Developer
Station: EPWP: Construction Industry Innovation & Empowerment: Construction Innovation, Cape Town
Remuneration: R 221 058 per annum (Level 9)
Reference number: TPW 32/2012
Enquiries: Mr M Dlamanzi: (021) 483 3405 or 083 641 5016
Closing date: 4 May 2012

Requirements:

- A suitable and recognised 4 year B-Degree or equivalent (NQF 7);
- A minimum of 3 years' relevant build environment/ corporate social investment experience;
- A valid code EB drivers' licence.

Recommendations:

- Labour intensive Construction Certificate NQF 5/NQF 7;
- Training or exposure to Project Management.

Key performance areas:

- Identify potential innovative EPWP Construction Interventions;
- Liaison with external funding sources to obtain funding for interventions;
- Analyse potential empowerment opportunities for targeted beneficiaries;
- Conduct feasibility assessments on each construction intervention;
- Provide assistance with the technical planning and implementation phase of each intervention;
- Monitor and assess Innovative Construction interventions and report on the impact of these interventions;
- Liaise with regional forums (labour, business, community, municipalities, national and provincial departments).

Competencies:

- Extensive knowledge of National, Provincial and Departmental policies, prescripts and practices regarding Expanded Public Works Programme (EPWP);
- Knowledge of Programme/Project Management research and planning procedures, Financial Management, Public Service reporting procedures, Human Capital Management and Development as well as of Labour Intensive Construction Techniques and of key role players within the Construction Industry;
- Excellent networking and communication (written and verbal) skills
- Other skills: Proven Computer Literacy; Innovative thinking, strategic planning, decision making and problem solving skills.

Applications are to be submitted on fully completed Z83 forms obtainable from any government department or www.westerncape.gov.za/eng/jobs/ clearly indicating the position being applied for and reference number. Applications must include a current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Assistant Manager: Claims against the State and Accidents
Station: Government Motor Transport: Fleet Risk Management, Cape Town
Remuneration: R 185 958 per annum (Level 8)
Reference number: TPW 33/2012
Enquiries: Mr C Hansby: (021) 467 4727
Closing date: 4 May 2012

Requirements:

- A 3 year B-Degree or equivalent (NQF 6) with 3 years relevant experience;
- Grade 12 (Senior Certificate) or equivalent (NQF 4) with a minimum of 6 years' relevant experience;
- A valid unendorsed code B (08) drivers' licence.

Recommendations:

- Exposure to database management, management to insurance claims and fleet management.
- Advanced computer literacy skills (MS Excel, Word, and e-mail facilities).

Key performance areas:

- Administer/supervise claims against the state and accidents;
- Fleet Risk management;
- Legal interaction and administration;
- Manage recovery of GMT losses from client departments;
- Perform support services;
- Generic Human Capital management;
- Financial management support.

Competencies:

- Knowledge of National Transport prescripts, National and Provincial Treasury prescripts and other relevant prescripts applicable to this position;
- Knowledge of the following:
 - a. Insurance claims and related aspects;
 - b. Legal processes regarding accidents;
- Report writing skills;
- Other skills: Excellent networking and communication (written and verbal) skills in two of the official languages of the Western Cape; supervisory skills; planning and organisation skills and proven computer literacy as well as databases.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Works Inspector: Building
Station: Directorate: Works General Provincial Buildings, George
Remuneration: R 185 958 per annum (Level 8)
Reference number: TPW 34/2012
Enquiries: Mr R Monare: (044) 805 8700
Closing date: 4 May 2012

Requirements:

- A National Diploma in Building/ Built Environment (T or N stream or equivalent) with a minimum of 3 years building experience; or
- NTC 3 (or equivalent) plus an appropriately completed apprenticeship; or
- Successful passing of an official trade with appropriate experience;
- A valid drivers' licence.

Key performance areas

- Undertake facility condition assessment of buildings and compilation of reports;
- Assist with the preparation of the budget and estimates of costs for proposed maintenance and minor work projects;
- Prepare tender documentation and specifications;
- Adjudicate tenders;
- Supervise and exercise quality control on projects;
- Manage maintenance contracts.

Competencies:

- Technical experience of building contracts and related matters, contract administration and Occupational Health and Safety Act and regulations;
- Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantity;
- Knowledge of Project Management;
- Proven computer literacy (MS Word);
- Skills: Good communication (written and verbal), interpersonal relations and exercise quality control skills.

Note: It may be expected of candidates to undergo a behavioural and /or potential analysis.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Works Inspector: Building (24 month contract position)
Station: Directorate: Works General Provincial Buildings, George
Remuneration: R 185 958 per annum (Level 8) - CTE
Reference number: TPW 35/2012
Enquiries: Mr R Monare: (044) 805 8700
Closing date: 4 May 2012

Requirements:

- A National Diploma in Building/Built Environment (T or N stream or equivalent) with a minimum of 3 years building experience; or
- NTC 3 (or equivalent) plus an appropriately completed apprenticeship; or
- Successful passing of an official trade with appropriate experience;
- A valid drivers' licence.

Key performance areas

- Undertake facility condition assessment of buildings and compilation of reports;
- Assist with the preparation of the budget and estimates of costs for proposed maintenance and minor work projects;
- Prepare tender documentation and specifications;
- Adjudicate tenders;
- Supervise and exercise quality control on projects;
- Manage maintenance contracts.

Competencies:

- Technical experience of building contracts and related matters, contract administration and Occupational Health and Safety Act and regulations;
- Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantity;
- Knowledge of Project Management;
- Proven computer literacy (MS Word);
- Skills: Good communication (written and verbal), interpersonal relations and exercise quality control skills.

Note: It may be expected of candidates to undergo a behavioural and /or potential analysis.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Trainee Works Inspector: Electrical (24 month contract position0
Station: Directorate: Works General Provincial Facilities, George
Remuneration: R 121 290 per annum (Level 6) - CTE
Reference number: TPW 36/2012
Enquiries: Mr R Monare: (044) 805 8700
Closing date: 4 May 2012

Requirements:

- A National Diploma in Electrical Engineering (T or N stream or equivalent) with a minimum of 1 year electrical experience; or
- NTC 3 (or equivalent) plus an appropriately completed apprenticeship; or
- Successful passing of an official trade with appropriate experience within the building environment;
- A valid drivers' licence.

Key performance areas

- Assist with the following:
 - a. Facility condition assessment of buildings and compilation of reports;
 - b. Assist with the preparation of the budget and estimates of costs for proposed maintenance and minor work projects;
 - c. Preparation of tender documentation and specifications;
 - d. Adjudication of tenders;
 - e. Exercising of quality control on projects;
 - f. Management of maintenance contracts.

Competencies:

- Technical experience of building contracts and related matters, contract administration and Occupational Health and Safety Act and regulations;
- Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantity;
- Knowledge of Project Management;
- Proven computer literacy (MS Word);
- Skills: Good communication (written and verbal), interpersonal relations and exercise quality control skills.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Training Coordinator
Station: Branch: Provincial Roads and Transport, Office of the Regional Manager, Eden/Karoo, Oudtshoorn
Remuneration: R 101 007 per annum (Level 5)
Reference number: TPW 37/2012
Enquiries: Ms AB Matthews: (044) 272 6071
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- A minimum of 1 year applicable training experience within a training environment or equivalent qualification;
- Valid drivers' licence.

Recommendation:

- Relevant further qualification/course or any other training certificates in training management.

Key performance areas:

- Undertake skills development and coordinate training;
- Provide secretariat functions and other administrative functions;
- Coordinate learnership, skills programmes and ABET learning programmes;
- Obtain quotations for courses;
- Provide administrative assistance in the day-to-day planning, organising and coordination of technical and administrative courses;
- Development and maintenance of electronic database and manual filing systems;
- Undertake career planning for all personnel;

Competencies:

- Functional knowledge of legislation regarding training related matters;
- Knowledge and experience of skills development and training (ABET, learnership, skills programmes etc.);
- Proven computer literacy (MS Word and Excel);
- Knowledge of supply chain management;
- Good communication skills (written and verbal)
- Able to apply own initiative.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Procurement Clerk
Station: Road Infrastructure, West Coast Regional Office, Ceres
Remuneration: R 101 007 per annum (Level 5)
Reference number: TPW 38/2012
Enquiries: Ms D Muller: (023) 312 1120
Closing date: 4 May 2012

Requirements:

- Grade 12 (Senior Certificate) or equivalent (NQF 4);
- A minimum of 1 year relevant experience.

Key performance areas

- Receive and control stock;
- Make payments;
- Inspect new stock and dispatch stock;
- Capture VA2 forms and invoices;
- Control statements and invoices from suppliers;
- Handle enquiries;
- Perform filing and post service.

Competencies:

- Knowledge and experience of LOGIS;
- Knowledge of office administration and stores;
- Skills: Proven computer literacy (MS Word, MS Excel and GroupWise or MS Outlook); Communication (written and verbal) and interpersonal skills;
- Ability to work well within a team and independently.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Road Worker Supervisor (2 positions available)
Station: Road Infrastructure, West Coast Regional Office, Hopefield and Vanrhynsdorp
Note: Clearly indicate the area where application should be considered.
Remuneration: R 84 483 per annum (Level 4)
Reference number: TPW 39/2012
Enquiries: Ms D Muller: (023) 312 1120
Closing date: 4 May 2012

Requirements:

- Grade 10 (Junior Certificate) or equivalent (NQF 2);
- A valid code EC1 drivers licence and a valid PDP permit.

Key performance areas:

- Supervise and train a team of road workers;
- Inspect work done by road workers;
- Carry out routine road maintenance on permanently surfaced proclaimed roads and road services;
- Repair of bitumen road surface;
- Erection of road signs;
- Repair/ erection of road signs;
- Responsible for the safety of the work area.

Competencies:

- Knowledge and experience in surfaced road maintenance;
- Experience as a supervisor over a team of workers and in road safety and relating applications;
- Proven ability to operate two or more of the following road maintenance machines, tractor and mower, loader and digger-loader;
- Good communication skills (written and verbal) in at least two of the official languages of the Western Cape.
- Good interpersonal relations and the ability to deal with people on all levels.

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CSC External Vacancy Bulletin 5/2012 – Date of issue: 16 April 2012 – Closing date: 4 May 2012



DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Post Title: Road Worker (10 positions available)
Station: Road Infrastructure, West Coast Regional Office, Ceres, Clanwilliam Hopefield, Malmesbury, Piketberg.
Note: Clearly indicate the area where application should be considered.
Remuneration: R 59 625 per annum (Level 2)
Reference number: TPW 40/2012
Enquiries: Ms D Muller: (023) 312 1120
Closing date: 4 May 2012

Requirements:

- Basic Literacy.

Key performance areas:

- Perform the following:
 - a. Manual labour;
 - b. General duties to support road specialists with respect to maintenance, reparation and building and cleaning of roads as well as related activities;
- Handling of power tools and light road maintenance equipment;
- Routine maintenance of road signs, marks and waterways.

Competencies:

- Experience in road maintenance and in the operating of light road maintenance or construction equipment;
- Knowledge and experience in building, maintenance and reparation of roads;
- Good interpersonal relations and ability to deal with people on all levels.

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