

WORKING FOR GOVERNMENT

Applying for a job at the Western Cape Government

● Application phase

1. Visit www.westerncape.gov.za/jobs and find a job title or area of work that interests you.
2. Make sure you meet all the requirements and that you have enough time to submit your application and supporting documents.
3. Follow the instructions on the page and create a profile if you are a first-time applicant on the site, or login with your details if you have previously registered. If you are an existing user, update your details and documents where necessary.
4. Complete the online job application form and answer all the questions honestly. Once you are satisfied with your application, make sure your CV is updated and then submit it. To apply by post, send your application to the address listed in the advertisement.

** If you need assistance in submitting your online job application:*

Please email candidates@erecruit.co.za or call 0861 145 465 and follow the prompts for support to explain the details of your query. Please note that our support team is only available Monday - Friday, from 08:30 to 17:30. We'll need the following information in order to assist: email address used to create your profile, ID number, contact number, desired email address you want to use going forward, and a brief explanation of the issue you're experiencing or alternatively you can visit one of our Cape Access e-centres or our Contact Centre at 7 Wale Street, Cape Town, where our helpful staff will assist you.

● Shortlisting phase

5. Once the closing date has been reached, all qualifying applications will be reviewed and applicants will be shortlisted. If you have been shortlisted, you will be invited to an interview.
6. You will also be required to complete a Z83 form and supply certified copies of your ID and qualifications.

● Interview phase

7. At your interview, you will be greeted by a panel, who will ask you various questions relating to the position, as well as your employment history and personal interests. You will also have the opportunity to ask questions.
8. After all candidates have been interviewed, the panel will confer and decide who the individual best-suited to the position is.

● Acceptance phase

9. The successful candidate will be contacted and offered an acceptance letter or a letter of appointment. The candidate will need to sign and return the acceptance letter within five working days.
10. If you have not received any feedback within three months of the closing date of the job advert, please consider your application unsuccessful.

WORKING FOR GOVERNMENT

VISION

An open-opportunity society for all.

MISSION

The Western Cape Government will promote freedom and opportunity for all the people of the province through:

- policies and practices that strengthen the Constitution;
- creating the conditions for sustainable economic and employment growth;
- alleviating poverty by providing a welfare safety net for those unable to provide for themselves;
- ensuring the safety of every person;
- capital and skills; and
- delivering clean, efficient, cost-effective, transparent and responsive public administration.

VALUES



Caring



Competence



Accountability



Integrity



Innovation



Responsiveness

MANDATES

1. Increase economic empowerment for all the people of the Western Cape.
2. Reduce poverty through promoting opportunities for all.
3. Promote rural development.
4. Ensure efficient and effective infrastructure.
5. Ensure sustainable human settlements.
6. Improve individual and household capacity to respond to opportunity.
7. Improve efficiency and effectiveness in health, education, well-being and safety.
8. Use resources sustainably through greater spatial integration.
9. Promote effective public and non-motorised transport.
10. Implement responsive and effective governance.

Department of Economic Development and Tourism: 021 483 3840

Contact the Western Cape Government at:

0860 142 142 | www.westerncape.gov.za

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