

DEPARTMENT OF THE PREMIER: WESTERN CAPE





PROVINCIAL GOVERNMENT: WESTERN CAPE



EXCITING OPPORTUNITIES FOR PEOPLE WITH DISABILITIES

Bring your creativity, tenacity and sheer determination to these dynamic opportunities that are neither special nor different – but specifically keyed for people who truly understand the real meaning of challenge! Your enthusiasm, optimism and drive will make an exceptional contribution towards achieving the Western Cape's 'Home for All' vision. **(Please note: Only people with disabilities may apply)**

GENERAL NOTE

The advert is available:

- At libraries
- In Braille (on request from nomajeke@pgwc.gov.za.)
- On call 021 483 6167
- At www.capegateway under the link for Jobs.

Applications must be completed on form Z83 (obtainable from any government department or on the website as listed above) and attach a comprehensive CV, certified copies of qualifications and ID. Please be advised that your qualifications need to comply with SAQA standards.

Address application to:

- JobVest Response handling, Private Bag X15, Tyger Valley 7536 **OR**
- E-mail the application to arinaw@jv.adcorp.co.za **OR**
- Hand-delivered to JobVest, 5th Floor, 47 Strand Street, Cape Town.

NOTE: No Applications are to be submitted directly to the Department of the Premier.

A separate application form must be completed if applying for more than one post. The reference number and full name of the post must be indicated clearly on the application form. Clearly state on the CV how your disability can be reasonably accommodated. If you have not received a response from this Department within three months after the closing date, consider your application as unsuccessful.

Closing date: 31 July 2008

ICT Project Manager

(Various posts)

Reference number: PREM / Cel 041 / WA

Salary: R217 482 per annum (salary level 10)

Requirements:

- A relevant B. degree/diploma (or equivalent qualification and applicable courses in
- Project management) plus a minimum of 3 years' experience in project management in the ICT
- Environment
- Valid Code 08 driver's license is required Reasonable Accommodation will apply
- Individuals will be required to work outside of normal hours according to service delivery needs

Recommendation:

For some posts, experience in the Schools or Health ICT environment will be an advantage

Candidate will need to possess:

- Advanced skills and/or a thorough knowledge of: project management and relevant methodologies (e.g. MSSF, PRINCE II, etc.); PMBOK; a project management office environment; ICT solutions development and delivery; strong ICT background specifically in the Public Sector areas
-

Other skills required:

- Planning and development
- Management, analytical and communication, research and/or statistical skills
- Supervision skills
- Interpersonal skills
- Presentation skills
- Facilitation skills
- Conflict resolution

Duties:

- Plan, monitor and control activities of project leaders, system analysts, developers and Network technologists in the development and/or implementation of computer-based systems and in the design and/or implementation of network infrastructure technologies, training, FATSS related projects
- Manage outsourced information technology projects and the design/planning thereof
- Assign personnel to projects, direct their work and co-ordinate work of project leaders
- Financial control and certification of projects
- Observed technical and functional standards
- Prepare staffing and hardware/software budgets
- Contract management for outsourced projects
- Monitor and manage performance against project plans
- Research and implement latest trends and
- Best practices in ICT project management
- Provide input on policy matters regarding ICT

- Project management documentation
- Liaise with clients

Notes:

- Various posts exist which may require a set or a combination of skills and experience
- Successful candidates will be placed in one or more departments.

Enquiries: Mr Wynand Vivier (021) 483-3558.

Analyst / Developer

Trainee Analyst / Developer

(Various posts)

Reference number: PREM / Cel 043 / WA

Analyst / Developer:

Salary: R174 243 per annum (salary level 9) Analyst / Developer

Requirements:

- Relevant B. degree/diploma (or equivalent qualification and/or training and applicable courses in systems analysis and/or development) plus a minimum of 3 years' experience in systems development and/or analysis
- A valid Code 08 driver's license –Reasonable Accommodation will apply
- Individuals will be required to work outside of normal hours according to service delivery needs

Trainee Analyst / Developer:

Salary: R117 501 / R145 920 per annum (salary level 7/8) Trainee Analyst / Developer

Requirements

- A relevant B. degree/diploma (or equivalent qualification and/or training and applicable courses in systems analysis and/or development) plus a minimum of 3 to 6 months' experience in systems development and/or analysis
- valid Code 08 driver's license Reasonable Accommodation will apply
- Individuals will be required to work outside of normal hours according to service delivery needs

Recommendation:

For some posts, experience in the Schools or Health ICT environment will be an advantage

Advanced skills and a thorough knowledge of one or more of the following:

- Systems analysis (e.g. data mining tools and techniques) and ICT/MSP plans, and/or database and systems planning design and development in Oracle, MS or OSS development platforms, OLTP and/or BIS (OLAP, GIS, MIS, DSS, data warehousing, etc.), and/or WEB/Internet based applications
- FATSS
- Planning and development
- Strong ICT background specifically in the public sector area
- Supervisory, analytical and communication, research planning and/or statistical skills

Duties:

- **Systems analysis:** develop functional and technical specifications, for new and existing systems
- **Software development:** construct and implement application programs, design programs from program specifications, construct programs including coding, testing and debugging and research
- **Quality control:** observe technical and functional standards, responsible for quality control as well
- As code walk throughs, prepare system documentation including training manuals
- Liaison with client
- Supervise and co-ordinate work of subordinates and contractors

Notes:

Applicants are requested to indicate which post they are applying for. Various posts exist which may require a set or a combination of skills and experience. Successful candidates will be placed in one or more departments

Enquiries: Dr R Foster at (021) 483-4522

Network Technologist / Network Technologist Trainee

(Various posts in greater Cape Metropole, Worcester and Oudtshoorn)

Reference number: PREM / Cel 044 / WA

Network Technologist

Salary: R174 243 per annum (salary level 9) Network Technologist

Requirements

- A relevant B degree/diploma (or equivalent qualification and/or training and applicable courses relating to the various disciplines of network and desktop support environment and technologies such as A+, N+, MCSE, CNE, CCNA, CCNP, CLP, etc.) plus a minimum of 3 years' experience in network and desktop support
- Valid Code 08 driver's license - Reasonable Accommodation will apply
- Individuals will be required to work outside of normal hours according to service delivery needs

Trainee Network Technologist

Salary: R117 501/R145 920 per annum (salary level 7/8) Trainee Network Technologist

Requirements

- A relevant B. degree/diploma (or equivalent qualification and/or training and applicable courses relating to the various disciplines of network and desktop support environment and technologies such as A+, N+, MCSE, CNE, CCNA, CCNP, CLP, etc.) plus a minimum of 3 to 6 months' experience in network and desktop support.
- Valid Code 08 driver's license - Reasonable Accommodation will apply
- Individuals will be required to work outside of normal hours according to service delivery needs.

Recommendations:

- For some posts, experience in the Schools or Health ICT environment will be an advantage
- Experience in the OSS operating systems is a definite advantage

Advanced skills and a **thorough knowledge** of one or more of the following:

- Network, server and desktop operating systems environment (Novell, Microsoft, Cisco and/or OSS) and related hardware and software.
- LAN and WAN environment (routers and switches with primarily Cisco at enterprise
- Level, cabling systems and other communications technologies)
- Network management (primarily Cisco Works, Network MIS, etc.)
- ICT security (policy development, best practices and frameworks)
- Desktop support
- ICT BCP and DRP
- Planning and development
- Strong ICT background specifically in the public sector areas
- Analytical and communication skills
- Supervisory, analytical, communication and research planning

Duties:

- Develop, maintain and attend to all network infrastructure, ad hoc tasks/requests, problem recognition, render desktop support and voice/telephonic technology support
- Manage contractors who are responsible for development and maintenance of networks
- Install, test, upgrade and relocate network components to increase network capacity
- Provide first line support to network/LAN users
- Monitor network, co-ordinate installations, upgrades or enhancements
- To networks and participate in evaluations of new products and network
- Participate in design of network solutions from various network diagrams/proposals
- Direct supervision of contractors and indirect supervision of vendors and service providers
- Provide ICT training where appropriate
- Assign personnel to projects, direct and co-ordinate their work
- Give inputs on information technology policy and budgetary matters
- Ensure that technical standards are observed and implemented
- Liaise with clients and give input on technical matters regarding IT requests from users

Notes:

Applicants are requested to indicate which post and which location they are applying for. Various posts exist which may require a set or a combination of skills and experience. Successful applicants will be stationed in greater **Cape Metropole, Worcester and Oudsthoorn**. Successful candidates will be placed in one or more departments.

Enquiries: Mr J Manasse at (021) 483-3767

Human Resource Management Support Officer

(Cape Town)

Reference number: PREM / HCD 021 / WA

Salary: R145 920 per annum (salary level 8).

Requirement: at least an appropriate, recognised 3-year degree/diploma (or equivalent qualification) plus relevant experience in the field of Human Resource Management.

Knowledge: In-depth knowledge of prescripts pertaining to human resource management with specific reference to:

- Theory and practice of policy analysis
- Reporting procedures
- Computerized systems supervision
- Preferably PERSAL and HRM information systems
- Office administration
- Understanding of HRM -prescripts and -delegations will be an advantage.

Skills:

- Diversity management skills
- Research and statistical analysis skills
- Communication and information management skills
- Project management skills
- Excellent communication skills
- Planning, and organising skills
- Computer literacy skills
- Applying technology
- Presentation skills.

Personal attributes:

The ability to deal with work in a proactive, self-motivated, methodical and accurate manner

The ability to multi-task under dynamic circumstances.

Duties:

- HRM-related research, policy documents, implementation and analysis
- Execute research on best practices and procedures, ensuring transversal norms and standards and launch transversal initiatives
- Assist in liaising with role-players involved in the policy making process
- Gather, monitor, evaluate and avail -management information (data and statistics).

Enquiries: Ms C Goussard at (021) 483-4223.

Administrative Clerk Provisioning

Reference number: PREM / DFA 010 / WA

Salary: R64 410 per annum (salary level 4).

Requirements:

- Grade 12 (or equivalent qualification)
- Possess the ability to communicate in at least English and have an understanding of basic office administrative functions.

Recommendation:

- Computer literacy will be an advantage.

Duties:

- Provisioning: obtain quotations on behalf of the section, provisioning, Obtain ICN numbers from Provincial Treasury
- Do follow-up activities with chief user clerks for the full and correct description of item control numbers required
- Create item record ledgers on the provisioning system
- Register new suppliers/contractors with the LOGIK call center
- Handle any other -additional administrative tasks as required by the Supervisor.

Enquiries: Mr M May at (021) 483-2772.

Forensic Legal Administrative Assistant

Reference number: PREM / FIU 021 / WA

Salary: R64 410 per annum (salary level 4)

Requirements: A Senior Certificate (or equivalent qualification) with relevant experience

Knowledge:

- Computer literacy
- Knowledge of filing systems
- Knowledge of relevant prescripts on the field of Forensic Investigative Audits
- Knowledge of National and Provincial legislation, policies and procedures relevant to the field of work

Skills:

- Ability to communicate clearly and concisely in at least two of the official languages of the Western Cape
- Ability to multi-task
- Sound interpersonal skills
- Sound organisational and planning skills

Duties:

- Maintain database and Precedent registers
- Maintain filing system
- Provide logistical support to Forensic Investigators

Enquiries: Ms RL Ogle at (021) 480-2080



APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 – Passport number in the case of non-South Africans.</p> <p>3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 – This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 – Applicants with substantial qualifications or work experience must attach a CV.</p>	A. THE ADVERTISED POST				
	Position for which you are applying (as advertised)		Department where the position was advertised		
	Reference number (as stated in the advert)		If you are offered the position, when can you start OR how much notice must you serve with your current employer?		
	B. PERSONAL INFORMATION				
	Surname				
	First Names				
	Date of Birth				
	ID number				
	Race	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender ³			FEMALE	MALE
Do you have a disability?			YES	NO	
Are you a South African Citizen?			YES	NO	
If no, what is your Nationality					
And do you have a valid work Permit?			YES	NO	
Have you ever been convicted of a criminal offence or been dismissed from employment?			YES	NO	
If your profession or occupation requires State or official registration, provide date and particulars of registration.					
C. HOW DO WE CONTACT YOU					
Preferred language for correspondence?					
Telephone number during office hours					
Preferred method for correspondence	Post	E-mail	Fax		
Correspondence contact details (in terms of above)					

D. LANGUAGE PROFICIENCY – state ‘good’, ‘fair’ or ‘poor’						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS		
Name of School / Technical College	Highest qualification obtained	Year Obtained
Tertiary education (complete for each qualification you obtained)		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		M M	YY	M M	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.	
Signature:	Date: