



CORPORATE SERVICES CENTRE MANUAL VACANCY BULLETIN 03 OF 2023 -EXTERNAL MANUAL-APPLICATIONS

Exciting opportunities for people who want to make a difference.

ADVERT NO.	POST DESIGNATION	SALARY LEVEL	DEPARTMENT
AGR 12/2023	Farm Aid: Cropping Systems (Tygerhoek)	2	Agriculture
DSD 19/2023	Driver with Secondary Functions: Records Management	4	Social Development
TPW 48/2023	Technical Aid: Repair and Maintenance Coordination	2	Transport and Public Works

Date of publication: 10 March 2023

Closing date: 11 April 2023

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number for must be clearly indicated on the Z83 application form.

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



Department: Agriculture
Component: Cropping Systems (Tygerhoek), Programme 5
Salary: R 107 196.00 per annum (Salary level 2)
Enquiries person: Ms L Smorenburg at (028) 425 4864

Reference number: **AGR 12/2023**
Closing date: **11 April 2023**

Job purpose:

The Department of Agriculture, Western Cape Government has an opportunity for a Farm Aid to perform routine manual farming activities and support research in the Directorate: Plant Sciences. This post is based at Tygerhoek Research Farm.

Requirements:

Basic Literacy and Numeracy (ABET level 2/Grade 5).

Recommendation:

A valid driving licence; Proven experience in technical teams assisting research projects on canola, legumes and grain crops.

Key performance areas:

Perform routine activities in respect of supporting plant sciences research through inter alia the following: Taking of soil samples; Irrigation of crops; Planting of crops; Soil cultivation and preparation (e.g. cleaning and houghing) etc.; Perform general routine activities which would include inter alia the following: Cleaning facilities; Disposal of farm waste material; Provide water supply for livestock and farming buildings.

Competencies:

Good understanding of the following: Protein and grain crops; Ability to: Follow relevant technical instructions in the research environment and distinguish between crops and weeds; Perform hard manual labour; Detect changes and variation and understanding a basic trial plan; Written and verbal communication skills.

NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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To submit your application, there are three methods in which you can apply, please **only use one of the following:**

1. Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); **Or**
2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; **Or**
3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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.

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Department: Social Development
Component: Records Management, (Programme 1)
Salary: R 151 884.00 per annum (Salary level 4)
Enquiries person: Ms C Swarts at (021) 483 5217

Reference number: **DSD 19/2023**
Closing date: **11 April 2023**

Job purpose:

The Department of Social Development, Western Cape Government has an opportunity for a competent individual to perform driver, messenger and routine office support functions within the component. This post is stationed in Cape Town, CBD.

Requirements:

Junior Certificate (Grade 10); A minimum of 1 year relevant experience; A valid (Code B or higher) driving license with Professional Driving Permit (PDP).

Key performance areas:

Perform general driver duties; Deliver an effective and efficient messenger service to the component; Assist with registry procedures; Perform administrative and related functions.

Competencies:

A good understanding of the following: Legislative framework governing the public service and registry functions; as well as the ability to capture data and operate computers; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem solving; Ability to work under pressure

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Department: Transport and Public Works
Component: Repair and Maintenance Coordination (Programme 7)
Salary: R 107 196 per annum (Salary level 2)
Enquiries person: Mr R Fourie at (021) 467 4747

Reference number: TPW 48/2023
Closing date: 11 April 2023

Job purpose:

The Department of Transport and Public Works, Western Cape Government has an opportunity for an individual to coordinate the repair and maintenance and fitment requests. This post is based in Maitland.

Requirements:

Junior Certificate (Grade 10); A minimum of 6 months trade related experience; A valid driving license (Code B or higher).

Recommendations:

Basic vehicle working knowledge (i.e. jumpstarting vehicles, charge batteries, change a flat wheel)

Key performance areas:

Assist with fitment or removing decals from vehicles at GMT premises; Assist with charging vehicles batteries, jumpstarting vehicles on site at GMT; Assist with the fitment of number plates, licence and COF disks, GMT Toll free number sticker and punching key rings (for vehicles booked in at Repairs and Maintenance Coordination); Assist with moving and transporting office, vehicle and workshop equipment as and when required; Assist with auction support duties; Assist the Technical Assistants with setup of vehicles on vehicle lift and/or tripod stands for inspections and/or invites to quote; On an ad hoc basis assist with transporting vehicles between GMT premises in Cape Town, Paarden Eiland, Maitland, George and the auction site.

Competencies:

Have a good understanding of the following: Government Motor Transport (GMT) or a similar Fleet Management environment; Vehicle tracking as a user (and using a driver tag); eFuel as a user; Fuel and toll card as a user; Basic vehicle mechanics; Road Traffic Act; Traffic violations, AARTO and disciplinary procedures; National GMT Handbook Circular 3 of 2019; GMT Driver policy and disciplinary procedures. Skills in the following: Client liaising; Basic communication; Ability to work under pressure.

NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

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