

DATA CAPTURERS REF NO: DOT 24/05/2018

SALARY : R152 862 per annum (Level 05)

CENTRE : Head Office: Traffic Infridgement, X2

EPWP: Head Office: X6 Districts: (Amathole, Joe Gqabi, Chris Hani, OR Tambo,

Sarah Baartman, Alfred Nzo)

REQUIREMENTS : Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2

years relevant experience in data capturing. Key competencies Analysis of Raw

Data. Computer hardware & software. Managing files & records. Designing Forms

98

and back-up system Basic accounting. Computer programmes (in terms of data

capturing). Presentation. Communication (verbal & written). Critical Thinking.

Decision Making

DUTIES : Prepare & maintain registers for registering the receipt of data return sheets.

Check data return sheets for completeness and prepare for capturing. Capture

data into computer from source document. Prepare weekly, monthly and quarterly

report of scholar transport data. File data return sheets & printouts as required.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

SOCIAL WORKERS GR1

(6 POSTS)

SALARY : R226 686 per annum

CENTRE : (Ref No: DSD 21/05/2018) Amathole: Fort Beaufort Local Service Office (1 Post)

(Ref No: 22/05/2018) Idutywa Local Service Office (1 Post)

(Ref No: 23/05/2018) Stutterheim Local Service Office (1 Post)

(Ref No: 24/05/2018) Chris Hani: Inxuba Yethemba Local Service Office (1 Post)

(Ref No: DSD 25/05/2018) OR Tambo: Mqanduli Local Service Office (1 Post)

(Ref No: DSD26/05/2018) Sarah Baartman: Makana Local Service Office (1 Post)

REQUIREMENTS : Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South

African Council for Social Service Profession as a Social Worker (latest copy of registration/current year). A valid South African driver's license is a prerequisite.

Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and

understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well

– being. Ability and competence to assist, develop, advocate for, and empower

individuals, familiar, groups, organizations and communities to enhance their

social functioning and their problem – solving capabilities.

Ability to promote,

restore, maintain, advocate for and enhance the functioning of individuals, families,

groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers

DUTIES : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields.

Perform all the administrative functions required.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

DRIVER/MESSENGER

(REF NO: 3/2/1/2018/141)

Chief Directorate: Internal Audit

SALARY : R127 851 per annum (Level 04)

CENTRE : Pretoria

REQUIREMENTS : Grade 12/Senior Certificate or an equivalent ABET Qualification and a valid driver's licence (code 8) with 7 months relevant working experience. Knowledge of the City

in which the function will be performed. Job related skills:
Good communication
and interpersonal relations and basic literacy. A reliable and
creative individual who
is prepared to work under pressure and as part of a team.
DUTIES : Transport passengers (staff) to various destinations
as and when required. Collect
and deliver mail from and to offices within the department
daily. Deliver and collect
documents and packages from and to other departments and
outside
organisations when required. Deliver and collect office
equipment to venues.
Collect and deliver all payslips/claims/advances/documents
monthly. Any other
relevant work allocated from time to time.
NOTE : African, Coloured, Indian and White males and Indian
and White females and
persons with disabilities are encouraged to apply.

ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)

Overberg District

SALARY : Grade A: R167 778 per annum

Grade B: R197 631 per annum

Grade C: R230 721 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum education qualification: An appropriate
Trade Test Certificate.

Experience: Grade A: No experience after obtaining the
relevant Trade Test

Certificate. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.

Grade C: At least

34 years appropriate/recognisable experience in the area after obtaining the

relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code

B/EB) driver's licence. Willing to perform standby duties and attend to

emergency breakdowns after hours. Competencies (knowledge/skills):

Conversance with the requirements of the OHSACT (Act 85 of 1993). Ability

to speak in at least two of the three official languages of the Western Cape.

Computer literacy. Problem solving and analysis skills combined with

production and process knowledge.

DUTIES : Maintain and repair electrical, air conditioner and mechanical installations and

equipment. Knowledge of plumbing, civil tasks, painting, tiling and brick

layering. Supervise, compile, monitor, evaluate and inspect planned,

scheduled, maintenance plans and projects in terms of specifications, work

schedules and standard operating procedures. Supervise and control over

equipment, stock, materials and tools used within the workshop. Supervise

staff (including training), divisional work schedules and completed job cards.

ENQUIRIES : Ms N Fudu, Tel No: (028) 212-1070

APPLICATIONS : The District Director: Overberg District Office, PO Box X07, Caledon 7230.

FOR ATTENTION : Ms A Brits

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 18 May 2018

WANT TO BECOME A PARAMEDIC?

South Africa has a great need for skilled, qualified emergency care providers. The profession has grown enormously over the last 25 years. It can no longer be considered a job but rather a professional calling.



A commitment to patient care, professional integrity and lifelong learning is vital to success in this career. You can qualify as a paramedic in two ways: University education: Certain universities offer a four-year Bachelor's degree in Emergency Care (BTech). Graduates of this programme are qualified as Advanced Life Support practitioners able to provide the highest level of pre-hospital emergency care available.

Contact the university of your choice for further information on costs and entrance requirements.

A two year National Certificate is also available, the Emergency Care Technician (ECT) course. This qualification is also offered by certain institutions and graduates will work under the indirect control of a BTech paramedic. ER24 does not offer the ECT course. Short Course Education

ER24 AEA class of 2013.

Back row: Cassandra Gibhard, Jane Hanekom, Izak Snyman, Mohau Ratsui.

Front row: Wynand Hawkins, Ignatia Ntuli, Belinda Letuka, Mueen Small.

Basic Ambulance Assistant (BAA) – Basic Life Support: Seven-week course, entry-level requirement for a career in emergency services.

Ambulance Emergency Assistant (AEA) – Intermediate Life Support: Four month course that builds on the foundation laid during the BAA course.

Requirements:

Matric certificate

Current HPCSA registration as a BAA for at least six months
1000 documented, verifiable hours of patient care experience as a BAA

Critical Care Assistant (CCA) – Advanced Life Support: Eleven month course that qualifies successful candidates as Advanced Life Support paramedics. Highest level of short course training.

Requirements:

Matric certificate

Current HPCSA registration as an AEA for at least one year
1000 documented, verifiable hours of patient care experience as an AEA

ER24 does not currently offer the CCA course but we are hoping

to offer it in the near future. Please keep in contact with the college should you be interested in the CCA course.

Which Route Should I Choose?

This is a personal choice which will depend on many factors including academic performance, finances, location and personal preference. Many candidates who have recently matriculated, have the required academic record and can afford to attend university full-time for four years choose the degree route. Many others who do not have the means to attend university choose the short course route. There has been a move to discontinue short-course training in favour of university education. The latest directive from the ministry of health is that short course training will continue in its current form for the foreseeable future, until further clarity and agreement has been reached.

Employment in Emergency Medical Services

There are two major employers in the emergency services industry, namely the government and private emergency services. Minimum requirements are typically HPCSA registration as a BAA, a valid driver's licence and a Professional Driving Permit (PDP).

There is currently an oversupply of BLS providers in the country. BLS practitioners may need perseverance and commitment to secure full-time employment in the industry.

There is a significant demand for ILS and ALS providers. As such, the demand for training in these areas is high. Please note that the ER24 Training Academy does not facilitate employment and completion of one of our courses does not imply automatic employment with the company.

Should you already meet the minimum requirements mentioned above, please register on our careers portal: www.mediclinic.co.za/careers Click Here

Apply Online For Free Here

ER24 does not have a volunteer programme. Registered professionals may be employed on a part-time basis to fulfil a specific need at a Branch. Please contact the Branch Manager at your nearest ER24 base should you be interested in part-time work.

Thank you for considering a career in pre-hospital emergency care. Our country is in need of dedicated, skilled people committed to the highest standards of emergency medical care. Should you be considering a career in the emergency services, we are more than willing to consult with you and assist you in your decision. Please feel free to contact us for further assistance: training@er24.co.za

The Health Professions Council of South Africa (HPCSA) governs the standards of all medical training in South Africa. Their website contains a list of all institutions accredited to run Emergency Care training

Senqu Municipality: Graduate / Internship Programme 2018 / 2019

Closing Date: 26 April 2018

STIPEND: R3500 – R5500 PER MONTH

Senqu Municipality invites applications for a 36 month internship in the functional areas listed below. The purpose of the internship is to equip quod graduates with practical work experience and to expose them to operational realities of

Municipalities. Alongside the unique learning experience, this is an opportunity to also make belong contacts. As a successful incumbent you will join one of our existing teams of professionals, supported by experienced leaders and a hands on mentoring program. We are looking for individuals that are driven by high energy levels and a genuine desire to add value and make a difference at Sengu Municipality

Below is a list of internship opportunities that are available at Sengu Municipality:

<p>1. Budget and Treasury Office (Supply Chain Section, Budget and Treasury Section, Revenue Section)</p> <ul style="list-style-type: none">• Degree or National Diploma relevant to the chosen field<ul style="list-style-type: none">• Excellent attention to detail• Excellent communications skills
<p>2. Development and Town Planning Services (Risk and Governance Section)</p> <ul style="list-style-type: none">• Degree or National Diploma relevant to the chosen field<ul style="list-style-type: none">• Ability to work in a highly pressurized environment<ul style="list-style-type: none">• Ability to multitask• PC Skills – MS Office
<p>3. Office of the MM (Marketing and Communication Section)</p> <ul style="list-style-type: none">• Degree or National Diploma relevant to the chosen field<ul style="list-style-type: none">• Ms PowerPoint Willing to go the extra mile and work effectively as a team member
<p>4. Corporate Services</p> <ul style="list-style-type: none">• Degree or National Diploma relevant to the chosen field<ul style="list-style-type: none">• HR, Labour Relations and Legal Services
<p>5. Community Services</p> <ul style="list-style-type: none">• Degree or National Diploma relevant to the chosen field (Waste Management Section)

CONTRACTUAL INFORMATION

All applicants are requested to note the following:

- The advertised positions are NOT permanent positions.

All contracts will automatically expire at the end of the contract period

- Only applicants who reside within the Senqu area of jurisdiction will be considered

How To Apply

Any individual wishes to apply must submit a completed Sengu Municipality application form, her CV, certified copy of the copy, certified copies of qualifications and proof of residence to the under mentioned address not later than Thursday, 26 April 2018 @ 12500 noon

NB no late or Emailed and faxed applications will be considered.

[Do you want Train and work as a police officer ? , if yes , click here to learn more](#)

SAPS Police Learning Programme



Development Learning Programme (BPDLP) when they enlist in the South African Police Service.

Upon recruitment, a Memorandum of Agreement is entered into between the South African Police Service and the police recruit for a contract period of 24 months. During this

period, the recruit will be a police trainee and will undergo the Basic Police Development Learning Programme.

The purpose of the Basic Police Development Learning Programme is to enable newly-appointed police officials to

use a series of legal and policing skills to protect and serve members of communities in accordance with the Constitution of South Africa

provide a more effective service that will improve community satisfaction and position them to fulfil their mission of creating a safe and secure environment for all who live in South Africa.

The course is presented at the accredited SAPS academies earmarked to present the Basic Police Development Learning Programme. The SAPS have the following academies:

STRUCTURE OF THE BPDLP

The duration of the Learning Programme will be 24 months, of which 12 months will be at the Academy and 12 months in the workplace. It will consist of two phases at the academy and one phase in the workplace.

Phase One: Academy (10 months)

Foundational phase – will mainly focus on acquiring necessary knowledge and skills.

Practical application of knowledge and skills

Phase Two: Workplace experience (12 months)

Workplace exposure at a station

Phase Three: Academy (2 months)

Integrated assessments

When police trainees complete the training and are found competent, they are permanently enlisted in the South African Police Service as constables.

Payment and benefits during the first 24 months

A police trainee will receive the following payment and benefits during the first 24 months:

Phase 1: 10 months at the SAPS Academy

R3 175,00 per month

Free meals and accommodation

Polmed medical aid – lower plan membership, no pension fund

Phase 2 and 3: 12 months in the workplace at a station and two months integrated assessment at the Academy

R 7 275,00 per month

Own meals and accommodation

Polmed medical aid – lower or higher plan membership, pension fund and all other benefits (Leave, allowances, etc)

Permanent appointment after 24 months:

R 10 307,00 per month

All benefits applicable to SAPS Act members

Click

Here: http://www.saps.gov.za/careers/basic_police_program.php

To Apply

SECURITY OFFICERS

REF NO: 040518/29 (X5 POSTS) CD: Auxiliary Services SALARY : R127 851 per annum (Level 04)

DEPARTMENT OF WATER AND SANITATION

CENTRE : Pretoria

REQUIREMENTS : A National Senior certificate. Basic security officer's course and training. Knowledge of the access control procedures. Knowledge of measures for the movement of equipment and stores. Knowledge of prescribed security procedures (e.g MS, NSA, Protection of information Act. etc) and the authority of security officers under these documents. Experience and knowledge on the relevant emergency procedures.

Ability to work under pressure and long hours. Report writing, Investigations and riot control skills. Effective communication skills. First aid and fire prevention competencies. Good searching and evacuation skills.

DUTIES : Perform access control functions. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Ensure all incidents are recorded in the occurrence books / registers.

ENQUIRIES : Mr JV Mdluli, Tel No: 012-336 6886

CLOSING DATE : 04 May 2018 Time: 16h00

GENERAL WORKERS NEEDED AT THE DEPARTMENT OF HEALTH

R83 766 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy 62 objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work under pressure and irregular hours as required.

DUTIES : Responsible for collection of waste or medical waste from the different wards/theatres, any other area as well as the external pick up points. Effectively operate equipment to perform cleaning functions. Provide effective support to the

Principal General Foreman with regards to the cleaning of the institution.

ENQUIRIES : Ms CB Johnson, Tel No: (021) 938-5327 APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505. FOR ATTENTION : Ms VG De Jager

NOTE : No payment of any kind is required when applying for this post. Successful candidates may undergo competency assessments/proficiency tests.

CLOSING DATE : 11 May 2018

Kitchen SERVICES SUPERVISOR needed

Chief Directorate: General Specialist and Emergency Services

SALARY : R127 851 per annum

CENTRE : Valkenberg Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: General education and Training Certificate

(GETC)/Grade 9 (Std 7). Experience: Appropriate experience in Food Service

environment. Inherent requirements of the job: Willingness to work shifts,

weekends and public holidays. Must be physically fit to lift heavy objects and be

on their feet the entire day. Ability to work in large scale freezers and cold rooms.

Competencies (knowledge/skills): Knowledge of disciplinary procedures and the

ability to maintain discipline and handle conflict. Knowledge

of therapeutic diets,
theory, preparation and cooking methods, quality and portion
control according to
standardised recipes in an Industrial Food Service Unit.
Computer literacy (i.e. MS
Office, Word and Excel), writing and numeracy skills, good
communication skills
and cultural diversity knowledge (proof of Computer literacy
must be attached or
mentioned in CV). Sound communication skills (written and
verbal) in at least two
of the three official languages of the Western Cape.

DUTIES : Supervise and administer physical resources. Ensure
that production operates at
the set time. Supervise food hygiene and food safety
guidelines. Support the
human resources function. Allocate tasks and coordinate work
schedules.
Maintain security of kitchen unit and all physical resources
and supplies.

ENQUIRIES : Ms A Getyeza, Tel No: (021) 440-3188

APPLICATIONS : The Chief Executive Officer: Valkenberg
Hospital, Private Bag X3, Observatory,
7935.

FOR ATTENTION : Ms M Page

NOTE : No payment of any kind is required when applying for
this post.

CLOSING DATE : 04 May 2018

APPLICATIONS : Only applications submitted online will be
accepted. To apply submit your
application online only: www.westerncape.gov.za/jobs

CLOSING DATE : 30 April 2018

NOTE : Only applications submitted online will be accepted.
Shortlisted candidates will be

required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department.