



**CORPORATE SERVICES CENTRE
VACANCY BULLETIN 9 OF 2017 - EXTERNAL
MANUAL-APPLICATIONS**

Exciting opportunities for people who want to make a difference.

ADVERT NO.	POST DESIGNATION	SALARY LEVEL	DEPARTMENT
TPW 2017-100	Trade Worker: Technical Support Services (7 positions available)	2	Transport and Public Works
TPW 2017-101	Gardener (3 positions available)	2	Transport and Public Works
TPW 2017-107	Factotum	2	Transport and Public Works

Note: 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.

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified 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.

**Date of publication: 28 July 2017
Closing date: 18 August 2017**

Department: Transport and Public Works, Programme 2
Component: Technical Services
Location: Cape Town
Salary: R 90 234 per annum (Salary level 2)
Enquiries person: Mr N Pedro at (021) 483 9471
Reference number: TPW 2017-101

Job Purpose:

The purpose of this position is to assist with the execution of the day to day unscheduled maintenance of government owned and leased buildings occupied by provincial departments.

Requirements:

Basic literacy and numeracy (ABET level 2).

Recommendations:

Appropriate experience and knowledge of building maintenance, carpentry, electrical and plumbing work.

Key performance areas:

Assist with the following: Preparation of tools for execution of duties; Replacing external and internal lights and bulbs; Repairing power plugs reset breaker/ earth leakage (short circuit); Repairing/ replacing door locks, window panes, carpets, and repair roof leaks as well as painting of walls, floors and roofs; Investigating and replacing/ repair/ unblock sewers and drains; Plumbing work replace/ repair taps, flush valves, washers, PVC and copper pipes and sealing of gutters etc.; Repairing/ replacing toilet pans, seats and pan connectors, valves and washers; Moving furniture; Ensuring workshop, equipment and tools are kept in good order.

Competencies:

Knowledge of occupational Health Safety Act and relevant regulations; Good (verbal and written) communication skills in at least two of the three official languages of the Western Cape Province; Able to work in a team; Willing to travel regularly.

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

Forward your manual application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubaerg, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands (Attention: Theo Steenkamp / Sharon Steenkamp). Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

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: Transport and Public Works, Programme 2
Component: Leeuwenhof Estate
Location: Cape Town
Salary: R 90 234 per annum (Salary level 2)
Enquiries person: Ms Y Sihawula at (021) 422 1677
Reference number: TPW 2017-101

Job Purpose:

The purpose of this position is to provide physical execution of various routine functions necessary to maintain a high level of neatness within gardens and grounds at Leeuwenhof Estate, the official residence of the Western Cape Premier.

Requirements:

Basic literacy (ABET); Gardening experience.

Recommendation

Ability to operate garden machinery.

Key performance areas:

Mowing of lawns, trimming of trees, shrubs and hedges using brush cutter, chainsaw, hedges trimmer; Manual removal of weeds on plant beds; Watering of flower beds, lawns and pot plants; Spraying of weeds with herbicide on hard surfaces; Spraying diseases with fungicide and insects with insecticides on plants; Feeding of plants with fertilizers; Assist with adhoc projects.

Competencies:

Knowledge of ground maintenance; Good communication skills in at least two of the official languages of the Western Cape; Ability to work under pressure, independantly as well as in a team.

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified 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.

Forward your application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3, Parklands Lifestyle Centre, Parklands Main Road, Parklands. Applications not submitted 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 within 3 months of the closing date, please consider your application as unsuccessful.

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: Transport and Public Works, Programme 5
Component: Gene Louw College
Location: Brackenfell
Salary: R 90 234 per annum (Salary level 2)
Enquiries person: Mr MJ Snow at (021) 983 1500
Reference number: TPW 2017-107

Job Purpose:

The purpose of this position is to provide a maintenance service of the facilities and equipment at the Gene Louw College.

Requirements:

Basic literacy and numeracy (ABET level 2).

Key performance areas:

The maintenance of buildings, machinery, equipment and grounds; Liaise with service providers regarding the cleaning of the garden and grounds of the college; Responsible for the inspection of buildings and grounds for defects; Assist with the key control of the College; The repair/ replacement of machinery, equipment and buildings; Responsible to liaise with service providers regarding the repair/ replacing of machinery, equipment and buildings; Management of the workshop; Responsible for the safe keeping of tools and other equipment in the workshop; Responsible to maintain a tool and equipment register of the workshop.

Competencies:

Knowledge of the following: Maintenance of buildings, grounds, equipment and machinery; Departmental practices regarding health and safety; Planning and organising skills; Communication in at least two of the three official languages of the Western Cape.

To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified 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.

Forward your application to, Attention: Theo Steenkamp / Sharon Steenkamp, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubaerg, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3, Parklands Lifestyle Centre, Parklands Main Road, Parklands. Applications not submitted 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 within 3 months of the closing date, please consider your application as unsuccessful.

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.

