

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 10 OF 2025
DATE ISSUED 14 MARCH 2025**

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS : **DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note the following amendments were made in the Public Service Vacancy Circular 09 dated 07 March 2025: The closing date has been extended to 01 April 2025.

DEPARTMENT OF SPORT, ARTS AND CULTURE: Kindly note that the following post of Parliamentary and Cabinet Support Officer was advertised in Public Service Vacancy Circular 08 dated 28 February 2025, with Ref No: DSAC-11/02/2025. The Centre for the post has been amended to Cape Town. The closing date has been extended to 21 March 2025.

LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the following three (3) posts were advertised in Public Service Vacancy Circular 07 dated 21 February 2025. The closing date has been amended as follows (1) Head of Department: Education (DoE) with Ref No: OTP/03/25/01; (2) Head of Department: Social Development (DSD) with Ref No: OTP/03/25/02 and Head of Department: Agriculture and Rural Development (DARD) with Ref No: OTP/03/25/03. The closing date was 07 March 2025 and has been extended to the 20 March 2025.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 31 March 2025, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 10/01** : **ASSISTANT DIRECTOR: MEDICAL ADMINISTRATION:**
COMPENSATION OCCUPATION INJURIES AND DISEASES ACT
(COIDA) REF NO: DHRMAINT/08/10/25
 Chief Directorate Human Resource Management
 Directorate: Human Resource Maintenance-Medical Administration
- SALARY** : R444 036 – R532 602 per annum (Level 09)
CENTRE : Bank of Lisbon Building, Pretoria
REQUIREMENTS : Grade 12 (NQF 4) or equivalent with National Diploma NQF 6 in HRM/Public Administration with a minimum of three (3) to 5 (five) years' experience in administration and supervisory roles. Special Requirements (skills needed): Compensation Occupation Injuries and Diseases Act (COIDA), Computer literate (MS Word, PowerPoint, how to access Internet, MS Excel and mainframe). Good communication skills (verbal and written) and customer orientation. Have supervisor's experience.

Have excellent interpersonal and problem solving skills. Possession of valid driver's licence is recommended. The knowledge and understanding of Compensation Occupation Injuries and Diseases Act (COIDA), Group Life Insurance Scheme (GLIS) Policies and Medical administration process for the regular force. Excellent telephone etiquette. Ability to obtain a confidential security clearance within 12 months of being appointed.

DUTIES : A successful candidate will be required to perform the following duties:
Administration of injuries and disease cases sustained by Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP) whilst on duty. Administration of personnel losses and funerals and Group Life Insurance Scheme (GLIS). Administration/ Approval of inclusion/re-inclusion of dependants of Defence Act Personnel (DAP) for medical privileges. Attend meetings as required. Inspection of all registers maintained by the clerks. Compile and update post profiles and duty sheets for all post incumbents on the structure of Medical Section. Assess and supervise sub-ordinates' performance with regard to strength and weaknesses in order to recognize and reward good, and manage poor performance by identifying relevant courses. Assist with career management with regard to supporting and encouraging sub-ordinates to seek opportunities for development and promotion and their nomination for courses. Nominate all Medical Section's staff for outstanding courses. Personal investigation of critical enquiries and the drafting of draft replies for higher authority signature. Complete bi-annual performance assessment for all subordinates together with relevant reports.

ENQUIRIES : Lt Col D. Tshabalala Tel No: (012) 339 5333
APPLICATIONS : Department of Defence, Human Resources Management, Chief Directorate HR Maintenance Medical section, Private Bag X976, Pretoria, 0001 or hand delivered at Department of Defence, Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to: Daniel.Tshabalala@dod.mil.za

NOTE : The Chief Directorate Human Resource Management (Directorate Human Resource Maintenance) is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability).

POST 10/02 : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**
DHRACQ/09/10/25/01

SALARY : R216 417 per annum (Level 05)
CENTRE : D HR Acquisition Regional Office, North West, Potchefstroom
REQUIREMENTS : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

ENQUIRIES : Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

APPLICATIONS : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office North

West, Army Support Base Recruitment Office, Corner Grobler Street (R53) and Eleazer Road, Potchefstroom 2531. May be emailed to: dhraq.northwest@gmail.com

POST 10/03 : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**
DHRACQ/09/10/25/02

SALARY : R216 417 per annum (Level 05)
CENTRE : D HR Acquisition Regional Office, Limpopo, Polokwane
REQUIREMENTS : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism. Good interpersonal relationship skills. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and an insight on Human Resource Legislation pertaining to recruitment. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

ENQUIRIES : Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

APPLICATIONS : Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office Limpopo D HR Acquisition, Army Support Base Polokwane Recruitment Office, Gateway Drive (Next to Polokwane Airport), Polokwane, 0700. May be emailed to: dhraq.limpopo@gmail.com

POST 10/04 : **PERSONNEL OFFICIAL: RECRUITMENT REF NO:**
DHRACQ/09/10/25/03

SALARY : R216 417 per annum (Level 05)
CENTRE : D HR Acquisition Regional Office, Free State, Bloemfontein
REQUIREMENTS : Grade 12 Certificate (NQF Level 4 or equivalent). A recognised qualification and experience in HR/administration will be an added advantage. Special requirements (Skills needed): Language proficiency in English (written and verbal). Typing skills, good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation policies, practices and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret or verify data on Persol system. Demonstrate higher level of professionalism. Good interpersonal relationship skills. Special requirements (Skills needed): Computer competency in Microsoft Office (Word, Excel, Power Point and Access). Knowledge and an insight on Human Resource Legislation pertaining to recruitment. Reasoning ability. Problem solving ability. Managerial skills. Good interpersonal relationship skills. Ability to communicate verbally and in writing.

DUTIES : Distribute the Military Skills Development System (MSDS) application forms during the recruitment process. Checking the competency of the application forms. Registering of the application forms in the relevant

register book. Capturing of application forms on the PERSOL System. Implement the recruitment plan and strategies as designed to fulfil the SANDF mandate and goal. Communicate verbally and in writing with Services, Division and broader public about recruitment related matters. Coordinate and attend recruitment meetings. Attend to general enquiries pertaining to recruitment within the department.

ENQUIRIES

: Mr A.P. Sepuru Tel No: (012) 339 5734/Ms T.H. Mothoagae Tel No: (012) 339 5735.

APPLICATIONS

: Department of Defence, Directorate Human Resource Acquisition, Private Bag X976, Pretoria, 0001. May be hand delivered to Regional Office Free State, Army Support Base Bloemfontein Recruitment Office, Pappa Brits Street, Tempe, Bloemfontein, 9300. May be emailed to: dhraq.freestate@gmail.com

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or e-mail to jobs@dhs.gov.za
- CLOSING DATE** : 31 March 2025 at 16h00
- NOTE** : Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from the Department of Public Service and Administration's website or any Public Service department and must be accompanied by a detailed CV. Shortlisted candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 10/05 : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/22/2025**
 Branch: Director-General
 Chief Directorate: Internal Audit, Risk Management and Special Investigations
 Directorate: Risk and Integrity Management
 Sub-Directorate: Special Investigations

SALARY : R849 702 per annum (Level 11), all-inclusive salary package.
CENTRE : Pretoria
REQUIREMENTS : Candidates must be in possession of a Gr 12 certificate, undergraduate qualification (Diploma/Degree) in Law/ Policing / Forensic Investigations/ Auditing/ Criminology or any other relevant equivalent (NQF 6/7) as recognized by SAQA. Registration with the Association of Certified Fraud Examiners (ACFE) will be an added advantage. 3 -5 years' experience at entry level management (Assistant Director). Knowledge in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Public Finance Management Act, Public Administration Act and Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Prevention of Organized Crime Act, National Anti-Corruption strategy and Minimum Anti-Corruption Capacity. Proficiency in verbal and written communication as well as presentation skills. Policy analysis, formulation, and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.

DUTIES : The appointee will be responsible for the following: Manage detection, interventions, and reporting of corrupt activities in the Department and the human settlements sector. Coordinate the detection and analysis on existing and emerging trends of fraud and corruption within the human settlements sector and report on findings thereof with recommendations. Coordinate conducting of reviews for detection of fraud on payment of staff Subsistence and Travel claims, supplier invoices on BAS (and other internal fraud, corruption and maladministration matter) within the Department and report on findings thereof recommendations. Coordinate conducting of investigations of corruption on human settlements related matters. Coordinate conducting of investigations on report allegations and incidents on unethical conduct, fraud, corruption and maladministration in the Department, and report on findings thereof with recommendations. Coordinate provision of support and assistance to law enforcement agencies in investigating allegations and reported cases of fraud, corruption, and maladministration within the human settlements sector. Coordinate maintenance of strategic stakeholder partnerships on the investigations of Human Settlements related matters: Establish and maintain relationships with relevant internal and external stakeholders in investigating allegations and cases of fraud, corruption, and maladministration. Provide support to Provinces, Metros, and human settlements entities with investigations on allegations and reported cases of human settlements related fraud, corruption, and maladministration. Manage resources allocated to the Sub-Directorate: Provide any ad hoc assistance in the administration of the Directorate including budget, acquisition plan and procurement plan.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9118
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 10/06 : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/23/2025**
 Re-advert, Candidates who previously apply, need not re-apply.

SALARY : R849 702 per annum (Level 11), all-inclusive salary package.
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or equivalent, undergraduate Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director/ Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Knowledge of the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	:	Mr L Manyama Tel No: (012) 444-9118
<u>NOTE</u>	:	Female candidates and People with disabilities are encouraged to apply.
<u>POST 10/07</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/24/2024</u> Re-advertisement, Candidates who previously apply, need not re-apply.
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive salary package.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or equivalent, undergraduate Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director / Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.
<u>ENQUIRIES</u>	:	Mr L Manyama Tel No: (012) 444-9118
<u>NOTE</u>	:	Female candidates and People with disabilities are encouraged to apply.

ANNEXURE C

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu
<u>CLOSING DATE</u>	:	31 March 2025
<u>NOTE</u>	:	Obtainable using Microsoft edge or the latest Chrome version or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 10/08</u>	:	<u>DEPUTY DIRECTOR: INTERPRETING SERVICES REF NO: 25/30/CA</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Legal Interpreting & Translation/ Language Practice/ BA in Language/ Journalist or Linguistics; A minimum of 3 years' experience in Court Interpreting environment at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge of Criminal, Civil and Family law cases, Constitutional law cases, Court Operations. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management Planning and organising; Problem solving and decision making; Project management; Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage court interpreting services; Coordinate and manage the court interpreting services Stakeholders; Coordinate and monitor the implementation of court interpreting policies; Coordinate operational efficiency of court interpreting; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Ms. MD. Modibane Tel No: (012) 315 1668
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 10/09</u>	:	<u>DEPUTY DIRECTOR: MAINTENANCE SERVICES REF NO: 25/29/CA</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification NQF level 7 in LLB Degree/ B Proc/ B Com Law or B Juris; A minimum of 3 years' experience in Administrative Law/ Civil Law/Criminal law within Justice System at management (Assistant Director) level; Knowledge and understanding of the legislative framework governing the Public Service; Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act; Knowledge and understanding of the Constitutional law cases; Criminal, Civil and family cases, Court Operations, Children's Act and Maintenance Act; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organising; Problem solving and decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and develop the implementation of Maintenance Services policy, procedure and framework; Facilitate the monitoring and evaluation on implementation of maintenance services procedures; Manage stakeholder relations; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. M.D Modibane Tel No: (012) 315 1668
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 10/10</u>	:	<u>ASSISTANT DIRECTOR: CRIMINAL ASSETS RECOVERY ACCOUNT (CARA) AND PRESIDENT'S FUND REF NO: 25/25/FMS</u>
<u>SALARY</u>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 in Financial Management/Accounting as recognized by SAQA; A minimum of 3 years relevant experience in Financial environment at supervisory level; Knowledge and understanding of Prevention of Organised Crime Act (POCA), Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Budgeting and financial management; Concern for others; Change management; Creative thinking; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Presentation and facilitation skills.

<u>DUTIES</u>	:	Key Performance Areas: Administer allocated monies and property as actioned by Cabinet; Monitor allocated monies to ensure effective use of monies; Prepare annual reports and financial statements for the CARA account and President's Fund; Liaise with officials from other Departments regarding proposed decisions of the CARA Committee; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. A van Roos Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
<u>POST 10/11</u>	:	<u>ASSISTANT DIRECTOR: GUARDIAN'S FUND REF NO: 25/31/FMS</u>
<u>SALARY</u>	:	R444 036 – R523 056 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An (NQF level 7) in Financial Management/Financial Accounting as recognized by SAQA; A minimum of 3 years' experience in a Financial Management/Accounting environment at supervisory level; Knowledge and understanding of the Contract Management framework, Policy Development; Supply Chain Management contract management practices and National Treasury Regulations. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity Management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Provide accounting and technical oversight support; Facilitate system development and processes; Draft Financial Statements and Annual Report that are aligned to Generally Recognised Accounting Practice (GRAP). Perform general management (administration) functions.
<u>ENQUIRIES</u>	:	Ms. A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
<u>POST 10/12</u>	:	<u>PERSONAL ASSISTANT REF NO: 24/94/LD</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	NQF level 5 in Secretarial Diploma or equivalent qualification of a legal nature will be an advantage; A minimum of 3 years' experience in rendering a support service to Senior Management; Knowledge of financial, provisioning and Human Resource administration procedures and processes; Knowledge of relevant Public Service and Departmental legislation/prescripts/policies and procedures; Knowledge of Office Management; Knowledge of document tracking, storage and retrieval. Skills and Competencies: Communication (verbal and written); Organising skills; Computer skills; Presentation skills; Problem solving and interpersonal relations; Ability to correctly interpret relevant documentation; Ability to do research and analyse documents; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a secretarial/receptionist support service to the Deputy Director-General (Manager); Provides a clerical support service to the Manager; Render administrative support services; Provide support to manager regarding meetings; Provide budget

ENQUIRIES
APPLICATIONS

administrative support; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manage.

: Ms R Sema Tel No: (012) 315 1333

: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	01 April 2025
<u>NOTE</u>	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-

programme/. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB: Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB: All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

<u>POST 10/13</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DPP: Pretoria Ref No: Recruit 2025/77 DPP: Mthatha Ref No: Recruit 2025/78 (Re-advert)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five(5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808 DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail: Recruit202577@npa.gov.za DPP: Mthatha e mail: Recruit202578@npa.gov.za
<u>POST 10/14</u>	:	<u>SENIOR STATE ADVOCATE (ENVIRONMENTAL CRIME) REF NO: RECRUIT 2025/79</u> National Prosecutions Service
<u>SALARY</u>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DPP: Limpopo
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five(5) years' experience in legal practice will be an added advantage. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	e mail: Recruit202579@npa.gov.za
<u>POST 10/15</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/80 (X2 POSTS)</u> Sexual Offences Community Affairs
<u>SALARY</u>	:	R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. An appropriate legal qualification, as prescribed by the minister of DOJ&CD in terms of section 16(3) of the National Prosecution Authority Act no 32 of 1998. Extensive experience in criminal and civil litigation as well as advocacy. Knowledge & expertise of the GBVF mandate of the SOCA unit in the areas of Child Justice, Sexual Offences, Maintenance, Trafficking in Persons, Domestic Violence & all other GBV matters generally is required. Positive security clearance. A valid driver's licence.
<u>DUTIES</u>	:	Manage the portfolios allocated to you by the Special Director. Develop initiatives & interventions to improve the NPA's management of GBVF at all levels. Ensure National implementation of all GBVF initiatives & interventions. Attend to all Representations related specifically to the GBVF mandate as allocated by the SDPP. Research, develop & review training material & implement training for all prosecutors and external stakeholders on the GBVF mandate. Keep abreast with all National & International GBVF legislation, case law (reported & unreported), Protocols, and Research & trends & Develop Legal Opinions, directives, training modules thereto. Ensure dissemination of aforementioned information nationally. Manage, mentor & guide prosecutors, where required, on the GBVF mandate. Render advice on matters relating to GBVF generally. Provide Senior Management with legal opinions on parliamentary reports & enquiries as & when required. Participate in the development & amendment of current legislation on GBVF matters as & when required. Design, develop & maintain an accurate data management system relating to the civil & criminal aspects of GBVF matters. Analyse trends based on the statistics & develop interventions to be implemented with the approval of senior management. Develop, review and participate in the drafting of policies, procedures and related legislation in line with the SOCA mandate. Design, facilitate & implement ongoing Public Awareness campaigns in respect of GBVF campaigns generally. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Formalise ongoing Stakeholder Cooperation & engagement in respect of GBVF generally. Create & participate in GBVF fora provincially & nationally. Implement Performance Management in terms of the NPA policies. Institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and

functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature as & when requested by the SDPP. Study appeals and reviews, prepare opinions and heads of argument and argue GBVF cases as instructed by the SDPP. Perform all duties, including administrative and those assigned to by a duly delegated authority, in accordance with the Code of Conduct, policy and directives of the Public Service & the National Prosecuting Authority. Perform other duties and activities as requested by the SDPP in line with SOCA unit's mandate. Available to travel extensively when required.

**ENQUIRIES
APPLICATIONS**

: Sandra Reddy Tel No: (012) 845 6670
: e mail: Recruit202580@npa.gov.za

POST 10/16

SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/81
Specialised Commercial Crime Unit

**SALARY
CENTRE
REQUIREMENTS**

: R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Head Office: Pretoria
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Knowledge of asset forfeiture law. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Willing to travel. Able to work extended hours.

DUTIES

: Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance of junior staff.

**ENQUIRIES
APPLICATIONS**

: Bonakele Jali Tel No: (012) 845 6395
: e mail Recruit202581@npa.gov.za

POST 10/17

SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/82
Specialised Commercial Crime Unit

**SALARY
CENTRE
REQUIREMENTS**

: R1 132 806 – R1 762 857 per annum (LP-9), (Total cost package)
: Limpopo
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Knowledge of asset forfeiture law. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge

		of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid drivers licence.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance of junior staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail Recruit202582@npa.gov.za
<u>POST 10/18</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/83</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R979 059 - R1 588 383 per annum (Level SU-3), (Total cost package)
	:	CPP: Odi (Mogwase)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
	:	e mail: Recruit202583@npa.gov.za
<u>POST 10/19</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/84 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Pretoria
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding

	investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	: Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	: Godfrey Ramakuela Tel No: (012) 351 6808 : e mail: Recruit202584@npa.gov.za
<u>POST 10/20</u>	: <u>STATE ADVOCATE (STU) REF NO: RECRUIT 2025/85</u> National Prosecutions Service
<u>SALARY</u>	: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE REQUIREMENTS</u>	: DPP: Mthatha : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<u>ENQUIRIES</u>	: Tulisa Sibindlana Tel No: (047) 501 2669

<u>APPLICATIONS</u>	:	e mail: Recruit202585@npa.gov.za
<u>POST 10/21</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/86 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit202586@npa.gov.za
<u>POST 10/22</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/87</u> National Prosecutions Service
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DDPP: Durban (OCC)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with

		the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail Recruit202587@npa.gov.za
<u>POST 10/23</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/88</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	CPP: Ntuzuma
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution in Criminal and/or civil litigation. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Positive security clearance. Valid driver's licence.
<u>DUTIES</u>	:	Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
<u>ENQUIRIES</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e-mail Recruit202588@npa.gov.za
<u>POST 10/24</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Odi (Rustenburg) Ref No: Recruit 2025/89 CPP: Odi (Mogwase) Ref No: Recruit 2025/90 CPP: Mthatha Ref No: Recruit 2025/91 CPP: Mthatha (Bizana) Ref No: Recruit 2025/ 105 CPP: Mthatha (Bityi) Ref No: Recruit 2025/106 CPP: Pietermaritzburg Ref No: Recruit 2025/92

	CPP: Polokwane (Lenyenye) Ref No: Recruit 2025/93
	CPP: Modimolle Ref No: Recruit 2025/94
	CPP: Polokwane Ref No: Recruit 2025/95
	CPP: Polokwane(Tzaneen) Ref No: Recruit 2025/96
	CPP: Port Shepstone (Ixopo) Ref No: Recruit 2025/97
	CPP: Port Shepstone (Kokstad) Ref No: Recruit 2025/98
	CPP: Ntuzuma (Verulam) Ref No: Recruit 2025/99
	CPP: Ntuzuma (Pinetown) Ref No: Recruit 2025/100
	CPP: Durban Ref No: Recruit 2025/101
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	: CPP: Odi (Rustenburg) & CPP: Odi (Mogwase) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Mthatha; CPP: Mthatha (Bizana) & CPP: Mthatha (Bityi) Tulisa Sindlana Tel No: (047) 501 2669 CPP: Pietermaritzburg, Thabsile Radebe Tel No: (033) 392 8753 CPP: Polokwane (Lenyenye); CPP: Polokwane; CPP: Polokwane (Tzaneen) & CPP: Modimolle, Thuba Thubakgale Tel No: (015) 045 0285 CPP: Port Shepstone (Ixopo); CPP: Port Shepstone (Kokstad); CPP: Ntuzuma (Verulam); CPP: Ntuzuma (Pinetown) & CPP: Durban Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	: CPP: Odi (Rustenburg) e-mail: Recruit202589@npa.gov.za CPP: Odi (Mogwase) e-mail: Recruit202590@npa.gov.za CPP: Mthatha e-mail: Recruit202591@npa.gov.za CPP: Pietermaritzburg e-mail: Recruit202592@npa.gov.za CPP: Polokwane (Lenyenye) e-mail: Recruit202593@npa.gov.za CPP: Modimolle e-mail: Recruit202594@npa.gov.za CPP: Polokwane e-mail: Recruit202595@npa.gov.za CPP: Polokwane(Tzaneen) e-mail: Recruit202596@npa.gov.za CPP: Port Shepstone (Ixopo) e-mail: Recruit202597@npa.gov.za CPP: Port Shepstone (Kokstad) e-mail: Recruit202598@npa.gov.za CPP: Ntuzuma (Verulam) e-mail: Recruit202599@npa.gov.za CPP: Ntuzuma (Pinetown) e-mail: Recruit2025100@npa.gov.za CPP: Durban e-mail: Recruit2025101@npa.gov.za CPP: Mthatha (Bizana) e-mail: Recruit2025105@npa.gov.za CPP: Mthatha (Bityi) e-mail: Recruit2025106@npa.gov.za
<u>POST 10/25</u>	: <u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	: R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	: CPP: Mthatha (Ntabankulu) Ref No: Recruit 2025/102 (Re-advert) CPP: East London Ref No: Recruit 2025/103
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience.

	Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	: Manage, train and give guidance to Prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	: CPP: Mthatha (Ntabankulu) Tulisa Sibindlana Tel No: (047) 501 2669 CPP: East London Talita Raga Tel No: (040) 608 6800
<u>APPLICATIONS</u>	: CPP: Mthatha (Ntabankulu) e-mail: Recruit2025102@npa.gov.za CPP: East London e-mail: Recruit2025103@npa.gov.za
<u>POST 10/26</u>	: <u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/104</u> National Prosecutions Service Re-advert
<u>SALARY</u>	: R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	: CPP: Nelspruit (Mhala)
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	: Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	: e mail Recruit2025104@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office: Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Free State/Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- : **Gauteng/Land Court/Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- : **KwaZulu Natal, Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- : **North-West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE

: 04 April 2025

NOTE

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent

residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the post of Deputy Director: Information Security with Ref No: 2025/19/OCJ advertised on Public Service Vacancy Circular 09 dated 07 March 2025 with a closing date 25 March 2025 has been withdrawn. Apologies for any inconvenience caused.

MANAGAMENT ECHELON

POST 10/27 : **CHIEF DIRECTOR: JUDICIAL EDUCATION SUPPORT REF NO: 2025/48/OCJ**

SALARY : R1 436 022 - R1 716 933 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand (South African Judicial Education Institute)
REQUIREMENTS : Matric certificate and a three-year Bachelor's degree (NQF Level 7) in Law, Management or Education at NQF level 7 or a post graduate diploma in Law, Management or Education at NQF level 7 as recognized by SAQA. A minimum of five (5) years' working experience at senior management level. Experience in management, legal, practice or academia.

Experience in the training environment. A valid driver's license. Knowledge of SAJEI Act and other relevant legislation. Knowledge of online training platforms. Knowledge of the work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks, (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<u>DUTIES</u>	:	Provide technical support to the CEO in fulfilling functions of the Institute as listed in section 5 of the SAJEI Act. Ensure seamless implementation of the Corporate Governance calendar. Lead and monitor the effective implementation of the annual research agenda. Ensure timeous achievement of quality research outputs. Ensure submission of performance information reports to the CEO in compliance with applicable prescripts and policies. Coordinate and monitor material development and review. Manage effective implementation of annual training schedules. Monitor compliance with prescripts applicable to Human resources, Financial and Risk management. Facilitate the development and implementation of SAJEI's Performance and operational plans.
<u>ENQUIRIES</u>	:	Technical related enquiries: Dr G Moshoeu Tel No: (010) 493 2616 HR related enquiries: Ms LP Mpe/Mr SW Mekoa Tel No: (010) 493 2500
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/46/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

<u>POST 10/28</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2025/29/OCJ</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB degree or four (4) years recognised legal qualification as recognised by SAQA. A minimum of three (3) years relevant legal experience. At least in research A minimum of three (3) years research experience of which three years' must be at Junior Management level (ASD level). A minimum of three (3) years supervisory experience in a legal environment. A valid driver's license. BA/BCom Law degree will serve as an advantage. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Budgeting and financial management, Problem solving Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including dictaphone typing. Confidential and time management. Computer literacy (MS Word) and research capabilities. Willingness to work outside normal working hours. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Lead and manage the transformation within the office. Encourage an effective and efficient performing culture for Law Clerks. Provide overall leadership by ensuring coordination as well effective functioning of the unit. Develop and implement best practices, policies, procedures and internal control systems. Facilitate the recruitment and selection of Law

Clerks program. Ensure drafting and placement of the advert. Ensure the development and quality assurance of the master list. Ensure timeous distribution to the Law Clerks Committee. Facilitate shortlisting and interview process in consultation with the Justices. Ensure that personnel suitability checks and verification of qualifications for recommended candidates are conducted. Oversee the administration of Practice Directions issued by the Chief Justice. Ensure compliance with court processes and rules of the Constitutional Court. Ensure and support case flow management after consultation with general office. Ensure proper and effective communication with Director Court Operations. Modernise research methodologies and/or technologies and ensure relevant research material is at all times available. Disseminate relevant information to the Law Clerks. Ensure implementation of training and development initiatives of Law Clerks within the Constitutional Court. Ensure the provision of orientation and induction programs within the unit. Facilitate and coordinate training courses or programs for the law clerks in consultation with the Law Clerk Committee. Ensure the development Programme are implemented effectively. Conduct skills audit and consolidate training needs. Conduct briefing and feedback sessions of the law clerks Programme. Supervise and Develop Law Clerks. Ensure general supervision of Law Clerks. Allocate duties and perform quality control on the work delivered by officials. Develop and manage the monthly leave plan and reporting. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/29/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/29</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/30/OCJ</u>
<u>SALARY</u>	:	R376 413 - R443 403 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	A Grade 12 and three years (03) National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide support to the senior managers with daily clerical tasks. Keep up breast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. Communication skills (verbal & written), Problem solving skills, Good public relations skills,

Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. Manage and Monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval.

ENQUIRIES

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS

: Applications can be via email to: 2025/30/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 10/30

: **JUDGE'S SECRETARY REF NO: 2025/31/OCJ (X2 POSTS)**

SALARY

: R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE

: Supreme Court of Appeal: Bloemfontein

REQUIREMENTS

: Grade 12. A minimum of one-year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES

: Technical related enquiries: Ms s. Collins Tel No: (051) 492 4623

HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523

APPLICATIONS

: Applications can be via email to: 2025/31/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 10/31</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/32/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North-West High Court: Mahikeng Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test and shall undertake pre-entry practical exercise as part of the assessment. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr O Sebatso Tel No: (018) 397 7064/ 7000 HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/32/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/32</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/33/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Local Division High Court: Durban Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant, a valid driver's license, an LLB Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication

skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

ENQUIRIES

: Technical enquiries: Ms K Marais Tel No: (031) 492 5562
HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

: Applications can be via email to: 2025/33/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 10/33

: **SENIOR HUMAN RESOURCE OFFICER REF NO: 2025/34/OCJ**

SALARY

: R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE

: KZN Provincial Service Centre

REQUIREMENTS

: A three (3) years' Degree or National Diploma in HRM. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. (Shortlisted candidates will be required to submit PERSAL certificates/results). A valid code B drivers' license. Supervisory experience in HR will be an added advantage. Skills and Competencies: Computer literacy, knowledge of the relevant Human Resource Management Legislation/ Directives, knowledge of PERSAL system. Good communication skills (written and verbal), good interpersonal and public relation skills, good administration and organizational skills. Customer Service Skills, time management and confidentiality. Supervisory and leadership skills. Ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Supervise, plan, and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service eg, Personnel development, Performance management, Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, medical Aid, Injury on duty, termination, long service recognition, overtime, relocation, pension, allowances, secretariat function on interviews, absorption,

	probation reports, Human Resource management practices, inform guide and advice the implementation of HR Management practices, approve transactions on PERSAL according to delegations. Prepare reports on Human Administration issues and statistics.
<u>ENQUIRIES</u>	: Technical/HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/34/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/34</u>	: <u>ADMINISTRATION CLERK: ASSETS REF NO: 2025/35/OCJ</u>
<u>SALARY</u>	: R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Midrand
<u>REQUIREMENTS</u>	: A Grade 12 certificate with no experience required or a three-year tertiary qualification (NQF level 6) as recognized by SAQA in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting. A minimum of 1 - 2 years working experience in Asset Management will be an added advantage. A valid driver 's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making, and Innovative. Willingness to travel is essential. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Conduct asset verification for departmental owned and leased assets. Regular update of the Asset register and lease register. Barcode newly acquired assets. Quarterly reconciliation of asset verified against the asset register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete and lost Maintain a register for all lost assets supported by relevant supporting documents. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased assets & disposal related enquiries.
<u>ENQUIRIES</u>	: Technical enquiries, Mr P Mahumane Tel No: (010) 493 2646
	: HR related enquiries, Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/35/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/35</u>	: <u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/36/OCJ</u>
<u>SALARY</u>	: R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: KZN Provincial Service Centre, (Stationed at Pietermaritzburg)
<u>REQUIREMENTS</u>	: Matric certificate or equivalent qualification, An LLB Degree or an equivalent qualification will serve as an added advantage. A minimum of one (1) year' experience will serve as an added advantage Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills communication skills (verbal and written). Minute taking skills. Decision making and time, management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate Provide Administrative functions to the Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and supervisor.
<u>ENQUIRIES</u>	:	HR related enquiries: Ms N Naidoo / Ms SZ Mvuyana Tel No: (031) 493 1723 Technical related enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/36/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/36</u>	:	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/37/OCJ</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Pretoria Matric Certificate or equivalent qualification; Computer Certificate (MS Office). Good Communication skill (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations skills; The following will serve as an added advantage: Experience in general administration or Court related functions with regard to court recordings and/or case flow management and a valid driver's license. The shortlisted candidates shall undertake a typing test or a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the post technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine is on before court starts, make sure that the microphones is functioning properly. Provide administrative support in circuit courts. Collecting statistics. Report malfunctions on the machines; Make sure the voices are audible; Export Cases. Keep record of all requests made transcriptions. Provide administrative support in general on court performance and case flow management.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (010)494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/37/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/37</u>	:	<u>CUSTOMER SERVICE OFFICER REF NO: 2025/38/OCJ</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Johannesburg Grade twelve (12) or NQF Level 4 qualification, the following will service as an added advantage, a three (3) year National Diploma and a minimum of 6 Months / Call Centre/Customer Enquiries. Skills and Competencies. Public Service Regulations 2016, data capturing, Communication Skills, Customer focused, Telephone etiquette, Computer literacy (Excel, Word and PowerPoint), Ability to perform under pressure, Excellent interpersonal skills, Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<u>DUTIES</u>	:	Render switchboard services. Maintain and control visitor register at the Court front desk. Provide access to the daily Court roll. Provide client liaison services within the office.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/38/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/38</u>	:	<u>ADMINISTRATION CLERK REF NO: 2025/39/OCJ</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Division of the High Court: Pietermaritzburg Grade 12, computer literacy and experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills and customer service skills and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render efficient and effective support services to the court, assist the Registrar with compilation of Court rolls (Opposed Motion and Trails Rolls), allocation of dates in a court diary for the various rolls. Checking court files for compliance of the Practice Directive before dates are allocated, accepting of filing for the matters on the roll and attending to the filing in court files, assisting litigants and in person litigants with drawing of their files under the court rolls dates for perusal and indexing prior to closing the roll. Advising and guiding litigants on the process to obtain dates on the rolls, closing and publishing of the court roll. Facilitating and processing requests for preference via the Judge President's Office. Co-ordinating of the diary in respect of the various roll with the JP's office to ensure that there are sufficient Judges/Courts. Updating of spreadsheets and collating of statistics.
<u>ENQUIRIES</u>	:	HR related enquiries: Ms N Naidoo / Ms SZ Mvuyana Tel No: (031) 493 1723 Technical related enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/39/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/39</u>	:	<u>REGISTRAR'S CLERK REF NO: 202/40/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Division of the High Court: Pietermaritzburg Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-

entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties

ENQUIRIES : Technical/HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be via email to: 2025/46/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 10/40 : **ADMINISTRATION CLERK (DCRS) REF NO: 2025/41/OCJ**

SALARY : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North-West Division of The High Court

REQUIREMENTS : Matric certificate or equivalent qualification. A minimum of one-year relevant experience will be an added advantage. A valid Driver's license. Skills and Competencies: Job Knowledge. Good Communication skills (verbal and written). Interpersonal relations skills. Flexibility. Team work. Planning and organization skills. Computer literacy (MS Office). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrant of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and or supervisor.

ENQUIRIES : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7064/ 7000

HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064

APPLICATIONS : Applications can be via email to: 2025/40/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 10/41 : **DATA CAPTURER REF NO: 2025/42/OCJ (X2 POSTS)**

SALARY : R183 279 - R215 892 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg

REQUIREMENTS : Grade twelve (12) or NQF Level 4 qualification, Computer literacy knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies. Good communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, Problem solving skills. Customer service and attention to detail. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide administration support services Capture and update data from available records into the required formats e.g. databases, table and spreadsheet, Validate and review data (for quality purposes) to ensure correctness, completeness and consistency, Compile spreadsheets, and update routine statistics information/ reports and registers, Receive, register and track records or documents submitted for further processing.

Capture routine transactions on computer such as the transfer of information from manual records to electronic records, Continuous updating of information on computer for reporting purposes and retrieving information required Make regular backups of data, ensure records and files are properly sorted and secured, Provide information to the component.

ENQUIRIES : Technical enquiries: Mr D Ramanyai Tel No: (010) 494 8489
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be via email to: 2025/41/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 10/42 : **ASSISTANT LIBRARIAN REF NO: 2025/43/OCJ**

SALARY : R183 279 – R215 892 per annum (Level 04) The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Grade (12). Skills and Competencies Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Conducting information searches on the electronic catalogue and other information databases and online informational retrieval resources. Upload received judgments on the Central Case Law Repository. Collect and deliver books from/to judge's chambers. Assist with shelving of publications and shelve reading. Conduct asset verification on library books. Attend to queries relating to asset verification. Process received standing orders and mail. Co-ordinate and prepare binding of all journals and law reports. Update and manage library registers. Operate library machines. Assist with compiling of reports on library matters.

ENQUIRIES : Technical enquiries: Ms L Madisha Tel No: (010) 494 8466
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be submitted via email at 2025/42/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity

POST 10/43 : **TYPIST REF NO: 2025/44/OCJ**

SALARY : R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Pretoria
REQUIREMENTS : Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<u>DUTIES</u>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<u>ENQUIRIES</u>	:	Technical/HR related enquires: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/43/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/44</u>	:	<u>USHER MESSENGER (X2 POSTS)</u>
<u>SALARY</u>	:	R155 148 - R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of the High Court: Johannesburg Ref No: 2025/ 45/OCJ Land Court: Randburg Ref No: 2025/46/OCJ
<u>REQUIREMENTS</u>	:	Grade (10) (AET/ABET Level 2 certificate).). Skills and competencies, Computer literacy and basic software (outlook, Excel and word) Good Communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, conflict Management, work ethic, and motivation, Professional appearance and conduct Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Render efficient and effective support to the court. Collecting and delivering documents from or addressed to Judge and the Chief Registrar. Collecting, delivering and distributing post and documents within the court building. Processing of electronic court files. Assist in court when needed. Render assistance to witness and public when needed. Ushering visitors within the Office of the Registrars.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/44/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 10/45</u>	:	<u>HANDYMAN REF NO: 2025/47/OCJ</u>
<u>SALARY</u>	:	R155 148 - R182 757 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of High Court, Johannesburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) and qualification in plumbing, electrical or carpentry will be added as advantage. Skill and competencies, occupational Health and Safety Act, Knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts, Computer literacy and basic software (outlook, Excel and word) Behavioural competences, Communication skills, Team participation, Reliability innovative. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Executive minor general building maintenance, attend to minor plumbing electrical, capacity and handyman, conduct routine weekly and monthly inspections of the building, Report unauthorized movement of equipment, Report deliberate damage to property and assets.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/45/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 04 April 2025 at 16H00

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a Single document or One Attachment per application to the email address designated for the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the

candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

<u>POST 10/46</u>	:	<u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2025/01</u>
<u>SALARY</u>	:	R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	An Engineering Degree (B Engineering / BSc Engineering) or relevant qualification, six (6) years' post qualification experience required as a Professional Engineer and compulsory registration with ECSA as a Professional Engineer. Must have Computer Literacy and a Valid Driver's License. Willingness to adapt work schedule in accordance with office requirements. Knowledge of Electrical schedule in accordance with office requirements. Knowledge of Electrical Engineering best practice and Project Management must have extensive knowledge of all electrical engineering aspects of building and construction environment. Applicable knowledge of the PFMA, OHSA, SCM, Contract Management Act. Knowledge of and experience in working in a High-Performance Centre environment to manage project delivery and must have experience on how to use dashboards to track project progress. Experience in development implementation and oversight of recovery plan when projects are lagging. Decision making skills, team leadership, creativity, self-management, customer focus and responsiveness, planning and organizing, conflict management, problem solving and analysis, people management, change management and innovation skills. Strong verbal and written communication skills. Good analytical skills.
<u>DUTIES</u>	:	Provide technical lead in proposal preparations. Define technical lead in proposal resources requirements for successful work execution. Perform final review and approvals or audits on new engineering designs according to design principle or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Identify areas for technological advancement and maintaining excellent engineering standards. Maximise team performance using standard processes. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for attainment of organizational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Ensure an effective interface with other departmental staff maintained. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Mentor, train, develop candidates and related technical and administrative personnel to promote skills/ knowledge transfer and adherence to sound engineering principles and code practice. Provide general supervision of employees.
<u>ENQUIRIES</u>	:	Mr S. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buswa

<u>POST 10/47</u>	:	<u>CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2025/02</u> (Re-advertisement for Ref No: 2024/71, PSVC 27 of 2024, Applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town Office Regional Office
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Mechanical Engineer in the Building Services Environment; compulsory registration with ECSA as professional Engineer. Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing, Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular

updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

**ENQUIRIES
APPLICATIONS**

: Ms. T. Kolele Tel No: (021) 402 2063
:
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-01@dpw.gov.za

FOR ATTENTION

: MS. C Rossouw

POST 10/48

: **CHIEF CONSTRUCTION PROJECT MANAGEMENT (GRADE A) REF NO: 2025/03 (X2 POSTS)**

SALARY

: R1 200 426 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

**CENTRE
REQUIREMENTS**

: Cape Town Regional Office
:
: A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.

DUTIES

: Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

**ENQUIRIES
APPLICATIONS**

: Ms T Kolele Tel No: (021) 402 2063
:
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-02@dpw.gov.za.

**FOR ATTENTION
NOTE**

: Ms. C Rossouw
: People with disabilities are encouraged to apply

<u>POST 10/49</u>	:	<u>CHIEF ARCHITECT: PROJECTS (GRADE A) REF NO: 2025/04</u>
<u>SALARY</u>	:	R1 042 170 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	B degree in Architecture or relevant qualification. Six years post qualification architectural experience required. Compulsory registration with SACAP as a professional Architect. Valid driver's license. Knowledge: Architectural design, principles and analysis. Be acquainted with and have exposure in: development, implementation, oversight of recovery plans when projects are lagging as well as the use of dashboards to track project progress. Computer-aided engineering applications. Knowledge Of: Occupational Health and Safety Act. Public Finance Management Act. Skills: advanced technical report writing, ability to undertake critical review/analysis and provide technical advice, financial administration. Effective verbal communication and negotiation skills. Personal Attributes: analytical, solution orientated, ability to work under stressful situations and to communicate at all levels. Ability to work independently.
<u>DUTIES</u>	:	Architectural design and analysis effectiveness. Perform final review and approval or audits on architectural designs according to design principles or theory. Co-ordinate design effort and integration across discipline to ensure seamless integration with current technology. Maintain engineering operational effectiveness. Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the engineering environment. Management the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Assess the work of support for development. Identify on-job trainee requirements. Train and develop trainee cost engineer on the job and through formalized training programmes. Coach and mentor newly appointed personnel.
<u>ENQUIRIES</u>	:	Ms T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-03@dpw.gov.za .
<u>FOR ATTENTION</u>	:	MS. C Rossouw
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 10/50</u>	:	<u>CONSTRUCTION PROJECT MANAGER (GARDE A) REF NO: 2025/05 (X3 POSTS)</u>
<u>SALARY</u>	:	R833 499 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

<u>CENTRE REQUIREMENTS</u>	: Cape Town Regional Office
	: A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES APPLICATIONS</u>	: Ms T Kolele Tel No: (021) 402 2063
	: Cape Town Regional Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-04@dpw.gov.za .
<u>FOR ATTENTION NOTE</u>	: Ms C Rossouw
	: People with disabilities are encouraged to apply.
<u>POST 10/51</u>	: <u>CHIEF ARTISAN (GRADE A): ELECTRICAL/ MECHANICAL: WORKSHOP REF NO: 2025/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R455 223 per annum, (OSD salary package)
	: Cape Town regional Office
	: Appropriate Trade Test Certificate in Electrical/ Mechanical. Ten (10) years post qualification Experience required as an Artisan/Artisan Foreman. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.
<u>DUTIES</u>	: The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all work shop equipment and knowledge of relevant trades.

<u>ENQUIRIES</u>	:	Mr. T Mudau at (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/ Mr. M. Stephens at (082) 376 6005
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-05@dpw.gov.za .
<u>FOR ATTENTION NOTE</u>	:	Ms. C Rossouw People with disabilities are encouraged to apply
<u>POST 10/52</u>	:	<u>ARTISAN PAINTER: WORKSHOP (GRADE A) REF NO: 2025/07 (X2 POSTS)</u> (Re-advertisement for Ref No: 2024/87, PSVC 33 of 2024, Applicants who previously applied are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R230 898 per annum, (OSD Salary package) Cape Town Regional Office Appropriate Trade Test Certificate in Painting. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E Rykief at (066) 185 0207 Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 10/53</u>	:	<u>ARTISAN PLUMBING: WORKSHOP (GRADE A) REF NO: 2025/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R230 898 per annum, (OSD salary package) Cape Town Regional Office Appropriate Trade Test Certificate in Plumbing. A valid driver's License (B1/ Higher). Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<u>ENQUIRIES</u>	:	Mr. WM Samsodien Tel No: (021) 402 2153 or Mr T Mudua Tel No: (021) 402 2333

<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Foreshore, Cape Town. Or email to: RecruitCPT25-08@dpw.gov.za .
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 10/54</u>	:	<u>ARTISAN BRICKLAYER: WORKSHOP (GRADE A) REF NO: 2025/09</u>
<u>SALARY</u>	:	R230 898 per annum, (OSD salary package)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Bricklaying. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<u>ENQUIRIES</u>	:	Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr. Mudau Tel No: (021) 402 2333
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-09@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 10/55</u>	:	<u>ARTISAN PRODUCTION: PAINTER (GRADE A) REF NO: 2025/10</u>
<u>SALARY</u>	:	R230 898 per annum, (OSD salary package)
<u>CENTRE</u>	:	Bloemfontein Regional office
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Painting. A valid driver's license. Knowledge in the field of water reticulation, repairs and maintenance to valve chambers and burst pipes. Also have knowledge in bricklaying, carpentry and painting. Must be willing to work overtime and stand by. Ability to manage people. An understanding of the Performance management System. Computer literacy. Good communication skills (Verbal and Written). Negotiation skills.
<u>DUTIES</u>	:	The successful candidate will be in charge of Building workshop as well as the building related services. Administer leave, overtime and transport registers. Report to Head of workshop.
<u>ENQUIRIES</u>	:	Mr. M Mashinini Tel No: (051) 408 734
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. Or email to: RecruitBLOEM25-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr D Manus

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 31 March 2025
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS**POST 10/56**

- : **SCIENTIST MANAGER GRADE A REF NO: 310325/01**
Branch: Water Resource Management
Dir: Resource Quality Information Services
Re-advertisement, applicants who have previously applied must reapply

SALARY
CENTRE
REQUIREMENTS

- : R1 042 170 per annum, (all-inclusive OSD salary package)
- : Pretoria (Roodeplaat)
- : An MSc degree or relevant qualification in Numerical, Earth or Natural Science. Six (6) years post BSc Natural Scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's licence. A certification in

information systems analysis, design, and development, backed by relevant experience. Working knowledge of National Water Act, 1998 (Act No 36 of 1998), related legislation policies. Computer literacy. Knowledge of PFMA and Occupational Health and Safety Act. Planning and organising, people management, conflict management, negotiation, change management skills. Mentoring of candidate scientists. Experience in design, development and maintenance of water resources information systems. Experience in information systems project management and financial management skills. Good communication, presentation, and networking skills. Ability to review technical and scientific reports and provide recommendations. Technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation (DWS) units and other government departments. Professional Judgment. The ability to work independently, to interact with internal/external stakeholders, Professional Service Providers (PSPs) and planning partners in the water sector. Working knowledge of research and development. Computer aided scientist applications. Creation of high-performance culture. Sound administrative skills and a demonstrated commitment to service delivery.

DUTIES : Provide leadership and management to the Sub-directorate: Resource Quality Information. Lead the analysis, design, development and maintenance of water quality information databases and systems. Lead, coordinate and develop methodology for the analysis and generation of water resource quality data, information and knowledge products. Develop and implement water resource quality information dissemination tools. Lead and coordinate technical reporting and publication of water resource quality information, through reports, publications and websites. Review scientific documents and publications on water resource quality information. Lead and coordinate training of the DWS officials and the DWS entities on the use of water resource quality information databases and systems. Compile technical, scientific, performance reports, project plan and reports, audit reports, risk reports, operational plan, demand management plan and procurement plan.

ENQUIRIES : Ms T Masilela Tel No: (012) 808 9619
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO10@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 10/57 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 310325/02**
 Branch: Regulation Compliance and Enforcement
 Dir: Water Resources Regulations

SALARY : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Head Office Pretoria
REQUIREMENTS : A Science degree (BSc) (Hon) in Natural Science or relevant qualification. Three (3) years post qualification natural scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Excellent knowledge and understanding of the water sector i.e. related policies, regulations, principles, guidelines, tools and procedures as well as policy development implementation and monitoring other relevant legislation such as the Minerals and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and the Natural Environmental Management: Waste Act: 2008 (Act 28 of 2008). Ability to work in a multidisciplinary team and to adapt to a dynamic environment. Ability to take initiatives and work independently. Scientific presentation and exercising professional judgement. Technical report writing. Facilitation skills and the ability to

interact with key stakeholders in the water sector, National Departments as well as Provincial and Local Government. Excellent communication skills including verbal, report writing, presentation and computer skills as well as innovative thinking and analytical / Problem-solving skills. Sound strategic planning and project management skills. The incumbent must be willing to travel extensively nationally and willingness to work irregular hours.

DUTIES : Develop and monitor implementation of regulatory tools, strategies, protocols, guidelines and standard operating procedures for water resource regulation and protection. Promote and continuously improve regulatory tools. The oversight and consolidation of provincial resource quality reports, the co-ordination and determination of workable solutions to minimise large scale quantity/quality impact on water resources. Management of personnel and resources in the sub-directorate. Provide assistance and support to the regional offices of the department on water resources regulation and protection and be involved in the management of projects relevant to the directorate.

ENQUIRIES : Mrs RN Mazwi Tel No: (012) 336 7554
APPLICATIONS : Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO10@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 10/58 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 310325/03**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R522 741 per annum, (OSD)
CENTRE : Pretoria (Central Operations)
REQUIREMENTS : A National Diploma in Electrical / Electronic Engineering or relevant qualification. Six (6) years post qualification technical (Electrical/Electronic Engineering) experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Proven experience in Project Management, Technical design and Analytical skills. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Problem solving, decision making, teamwork, creativity, customer focus, good communication, computer and people management skills.

DUTIES : Monitor electrical / electronic services to the Government Water Schemes and Water Users Associations. Manage administrative and related functions e.g. Monitor the implementation of Capital and Operational funded projects through conducting site inspections, site meetings, compilation and submission of progress reports. Familiarity with PLC and SCADA systems. Research and development of technologies to enhance electrical / electronic designs and existing operations.

ENQUIRIES : Mr A Sayed Tel No: (012) 741 7307
APPLICATIONS : Central Operations (Pretoria): Please email your application quoting the relevant reference number on the subject line to: CETP@dws.gov.za or hand deliver to: Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001 or post to: The Department of Water and Sanitation, Private Bag X273, Pretoria, 0001.

FOR ATTENTION : Mr Lucky Manganyi
NOTE : NB: Candidates will be required to complete a practical and theoretical test.

<u>POST 10/59</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 310325/04 (X2 POSTS)</u> Branch: Infrastructure Management Head Office Dir: Engineering Services
<u>SALARY</u>	:	R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma in Civil Engineering. Three (3) years post qualification technical civil engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in technical design and analysis. Extensive computer-aided design (CAD) and related engineering application experience. Excellent communication skills (both written and verbal), good report writing and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide technical services and support in a design drawing office environment. Produce and edit civil engineering designs and drawings. Work independently as well as in teams assisting engineers and technologists. Promote safety in line with statutory and regulatory requirements. Ensure quality of technical designs and drawings in line with standards and specifications. Compile and submit reports as required. Provide guidance and mentorship for Graduate trainees and candidate technicians. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/council on engineering related matters.
<u>ENQUIRIES</u>	:	Mr. V Monene Tel No: (012) 336 7842 or Mr Dudley Johnson Tel No: (012) 336 8201
<u>APPLICATIONS</u>	:	Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO10@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit
<u>POST 10/60</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A - C REF NO: 310325/05</u> Branch: Regulation Compliance and Enforcement Dir: Water Use Licencing Sd: Agriculture & Stream Flow Reduction
<u>SALARY</u>	:	R325 917 – R 556 080 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Sciences. Experience in water services management or regulation will be an added advantage. The disclosure of a valid unexpired driver's license. Understanding of the Department's role and policy with respect to water resource management. Knowledge of National Water Act 36 of 1998, Water Service Act 108 of 1997, related policies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge and understanding of the sector: relevant legislation (CARA, NEMA and MPRDA) together with related policies, regulations, principles, guidelines, tools and procedures and policy development, implementation and monitoring. Computer skills (MS Office, Excel and PowerPoint). Good communication skills both verbal and written. Good presentation and report writing skills. Ability to provide technical and scientific support to other Departments within Water and Sanitation functions. Ability to travel to provinces and country wide. Ability and willingness to work abnormal hours. Ability to work under pressure. Ability to organize stakeholders' engagements and interact with communities in official events.

DUTIES

: Provide support and guidance to the Department's components and water management institutions in processing of water use authorization applications from all water use sectors. Maintain relationships with stakeholders and coordinate engagements within the department and broader water sector. Provide technical advice to water use authorization related enquiries. Development, implementation and review of regulatory tools for water use authorisation. Develop, update, maintain and provide training on policies, legislation, protocols and guidelines for water use authorisation. Participate in the assessment of water resource management research needs for the directorate. Participate in water use authorization appeals and litigation process. Participate in engagements with other Departments responsible for permitting within the broader environmental sector. Compile reports and make presentations internally and externally.

ENQUIRIES
APPLICATIONS

: Mr T Khosa Tel No: (012) 336 7496
: Head Office (Pretoria): Please email your application quoting the relevant reference number on the subject line to: RecruitHO10@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
: Recruitment and Selection Unit

FOR ATTENTION

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Zuko Bebola Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238

CLOSING DATE : 04 April 2025 at 16:00

NOTE : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The

Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities

MANAGEMENT ECHELON

POST 10/61 : **DEPUTY DIRECTOR-GENERAL: MONITORING, EVALUATION, RESEARCH AND COORDINATION REF NO: DWYPD/007/2025**

SALARY : R1 741 770 per annum (Level 15), full inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate, appropriate post graduate qualification (NQF level 8) as recognised by SAQA in Social Science, Development Science or relevant qualifications; and (NQF level 9) and above qualification will be an added advantage; Certificate of Successful completion of the National School of Government's SMS Pre-Entry Programme prior appointment. A minimum of 8 years' experience at a senior managerial level. Proven experience in activism in the gender, youth and disability activism; development, review and implementation of legislation and policies on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; management of gender-, youth- and disability-responsive planning, budgeting, monitoring evaluation and audit. Intimate knowledge of the legislative framework and regulatory requirement related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

DUTIES : Provide transversal services in relation to Research, Knowledge Management, International Relations; Stakeholder Management and Monitoring and Evaluation for Women, Youth and Persons with Disabilities. Ensure research and knowledge management on the transformation and rights of Women, Youth and Persons with Disabilities; develop and implement a research strategy on transformation and rights of Women, Youth and Persons with Disabilities; establish and manage a centralised evidence-based knowledge hub on Women, Youth and Persons with Disabilities transformation issues. Manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities; manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Ensure effective government-wide monitoring and evaluation of policy priorities towards the transformation and empowerment of Women, Youth and Persons with Disabilities; monitor the implementation of key priorities and government-wide interventions towards the transformation and empowerment of Women, Youth and Persons with Disabilities; evaluate the effectiveness and impact achieved towards the transformation and empowerment of Women, Youth and Persons with Disabilities. Management of the Branch: Monitoring, Evaluation, Research and Coordination: effective, efficient and economic management of the Budget Programme and respective Sub Programmes.

ENQUIRIES : Mbhazima Shiviti Tel No: (012) 359 0262
APPLICATIONS : Recruitment03@dwypd.gov.za

<u>NOTE</u>	:	Preference will be given to Women and Persons with Disabilities.
<u>POST 10/62</u>	:	<u>CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/008/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 002 per annum (Level 14), fully inclusive remuneration package Pretoria Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 7) in Information Management/Social Sciences, Development Science as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; A minimum of 5 years' experience at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels. Intimate knowledge of the legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.
<u>DUTIES</u>	:	To manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Management of the Sub Programme: manage the human and financial resources of the Chief Directorate; manage and report the strategic performance; manage risk mitigation and implement internal control systems.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mbhazima Shiviti Tel No: (012) 359 0262 Recruitment01@dwypd.gov.za Preference will be given to Women and Persons with Disabilities.
<u>POST 10/63</u>	:	<u>DIRECTOR: SECURITY AND WORK ENVIRONMENT MANAGEMENT REF NO: DWYPD/009/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), fully inclusive remuneration package

CENTRE
REQUIREMENTS

: Pretoria
: Applicant must be in possession of a Grade 12 certificate and an appropriate Bachelor's degree (NQF level 7) in Security Administration/ Management/Policing as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; Registration with PSIRA will be added advantage. A minimum of 5 years experience at a middle/senior managerial level. Knowledge of Legislative framework on security and the MISS document, Provisions of the Public Finance Management Act (PFMA) Public service Act and Regulations, Employment Equity Act, Departmental policies and applicable protocols; Departmental governance framework and mandate, Security Management, SA legislative framework especially the National Strategic Intelligence Act of 1994 as amended, Occupational Health and Safety, Regulations and SHERQ, Department's Strategic objectives.

DUTIES

: Manage the leasing, allocation, maintenance, refurbishment and renovation of offices in the Department; manage the implementation of lease contract and ensure proper documentation, engage with the Department of Public Works and Infrastructure and other service providers on issues pertaining to facilities, plan and manage office allocation and inter-office movement, respond to emergency and systems failures, plan and manage the cleaning, maintenance, refurbishment and renovations and fleet management; Ensure compliance with environmental health and safety standards in the Department; conduct health and safety awareness campaigns, ensure that evacuation drills are conducted annually, develop and implement healthy safety policies, ensure that health and safety equipment and clothing is allocated to safety officers, ensure the appointment and training of the OHS Committee members in line with Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended, develop and implement the Contingency Plan for evacuation purposes; Manage the provision of physical and information security in the Department; ensure the implementation of the Minimum Information Security, Standards document, ensure the implementation of access and egress and egress control, ensure effective implementation of protection information measures, ensure the security screening and vetting of personnel, contractors and consultants, engage SAPS and State Security Agency on physical and information security appraisals, ensure the application of Technical Surveillance Counter Measures (TSCM) in relevant offices, ensure the establishment and appointment of the security committee members, manage the Service Level Agreement (SLA) with appointed service provider; Oversee waste disposal, cleaning, parking and fleet management in the Department; Coordination of security cluster during Departmental event; ensure the application for the categorization of the event by SAPS, application to SSA for accreditation and security screening of service provider and ensure that the Department appoints qualified Health Inspector for events.

ENQUIRIES
APPLICATIONS
NOTE

: Mbhazima Shiviti Tel No: (012) 359 0262
: Recruitment04@dwypd.gov.za
: Preference will be given to Women and Persons with Disabilities.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

- APPLICATIONS** : Applicants are encouraged to apply for posts through the online e-Recruitment Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC. All applications must be addressed to the Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbenia and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag X1048, Richards Bay, 3900. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications.
- CLOSING DATE** : 31 March 2025
- NOTE** : For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Governance. The recommended candidate will be subjected to a competency assessment, the signing of a mutually agreed performance agreement, security clearance and will be required to disclose financial interest. system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please Use The New Z83 Form Which Is Effective From 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 10/64 : **DISTRICT DIRECTOR: HARRY GWALA DISTRICT REF NO: SSC01/2025**

SALARY : R1 216 824 per annum (Level 13), all-inclusive salary SMS package

<u>CENTRE</u>	:	Harry Gwala District - Ixopo
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in Agriculture and a valid driver's license. Experience: 5 years of experience at a middle/senior managerial level in the agricultural extension and advisory services and related environment. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations PFMA, Labour Relations Act, EPMDS, Community Development, Public Participation, Community Outreach, Project Management Principles, Social Dynamics of KZN Communities, Service Delivery Frameworks and Treasury Regulations. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, leadership, facilitation, project management, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work under pressure with minimum supervision, people management, relationship management and decision making.
<u>DUTIES</u>	:	Manage the provision of Agricultural Extension and Advisory Services. Manage District agricultural projects. Manage the provision of all agricultural specific interventions and engineering support. Contribute to the development of policies and manage the implementation thereof. Manage the provision of administration support to the district, including support to the Veterinary Services. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr LL Jongisa Tel No: (033) 355 9299

OTHER POSTS

<u>POST 10/65</u>	:	<u>DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: SSC07/2025</u> Re-advertisement
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive salary MMS package
<u>CENTRE</u>	:	UGu District - Ray Nkonyeni Local Office
<u>REQUIREMENTS</u>	:	An NQF level 08 four (04) year B.Sc in Agriculture degree OR a Bachelor in Agriculture plus an Honours in Agriculture (NQF level 08) OR a National Diploma plus a B.Tech in Agriculture (NQF level 07), compulsory registration with SACNASP and a valid driver's licence. Experience: 8 – 10 years' experience in an Agricultural Environment. Knowledge: RSA Constitution, White Paper on Agriculture in KZN, Norms and Standards for Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Labour Relations Act, EPMDS, community development, public participation, community outreach, project management principles, social dynamics of KZN communities and service delivery frameworks. Skills: Planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, management, social facilitation, conflict management, analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement and computer aided scientific applications.
<u>DUTIES</u>	:	Manage the provision of agricultural extension and advisory services. Manage the implementation of local agricultural projects. Implement agricultural specific interventions. Promote partnerships and cooperation

	:	with relevant role players. Develop policies and strategies aimed at improving service delivery. Manage resources of the office.
<u>ENQUIRIES</u>	:	Ms MP Gwala Tel No: (039) 682 2045
<u>POST 10/66</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR5) REF NO: SSC22/2025 (X2 POSTS)</u> Re-advertisement
<u>SALARY</u>	:	R440 412 per annum, (OSD)
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	An LLB degree and admission as an attorney, and a valid driver's licence. Experience: 8 years' appropriate post qualification legal experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Departmental Business Processes, Human Resource Management Policies and Procedures, Legal Procedures, Batho Pele Handbook, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Protection of Personal Information Act, Labour Relations Act, Change Management, Computer operation/Office automation, Law of Contract, Civil Law and Labour Law. Skills: Contract drafting, legislative drafting, financial management, litigation management, people management, problem solving, time management, decision making, planning, leadership, project planning, conflict management, written and verbal communication, interpersonal relations, organising, policy analysis and development, motivational, computer, report writing, influencing, monitoring, analysis, well-developed research skills, ability to work independently, negotiation and dispute resolution, presentation, strategy management and policy formulation, collect data and information, analyse and translate information into knowledge for the provision of legal advice.
<u>DUTIES</u>	:	Negotiating, drafting and legal editing service to the Department in respect of contracts, legal tenders and agreements. Render a legal advisory and legal support service to the Department. Assisting in legal actions by and against the Department. Capacitating components on essential legislation.
<u>ENQUIRIES</u>	:	Ms N Seegobin Tel No: (033) 355 9118
<u>POST 10/67</u>	:	<u>ENGINEERING TECHNICIAN GRADE A/B/C</u>
<u>SALARY</u>	:	Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 812 per annum, (OSD)
<u>CENTRE</u>	:	Ugu District: Ref No: SSC39/2025 (X1 Post) King Cetshwayo District Ref No: NSC21/2025 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 06 National Diploma in Engineering in Civil Engineering/Quantity Surveying/Land Surveying, compulsory registration with ECSA as an Engineering Technician (not as a Candidate) and a valid driver's license. Experience: 3 years' post qualification technical (engineering) experience. Knowledge: Legal compliance, Engineering norms and standards, technical design and analysis, computer-aided engineering applications. Skills: Technical skills: project management, technical design and analysis, research and development, computer-aided engineering applications, technical report writing and technical consulting. Generic skills: problem solving and analysis, decision making, teamwork, creativity, customer focus and responsiveness, communication, computer, people management, planning and organising and change management.
<u>DUTIES</u>	:	Render technical services to the district. Provide technical assistance in the implementation of projects. Provide advice and guidance. Research and development. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Ms MP Gwala (Ugu) Tel No: (039) 682 2045 Mr S Shandu (King Cetshwayo) Tel No: (035) 780 6700

<u>POST 10/68</u>	:	<u>FARM FOREMAN REF NO: NSC17/2025</u> Re-advertisement
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Makhathini Research Farm
<u>REQUIREMENTS</u>	:	A Senior Certificate (Matric) and a valid driver's license. Experience: 1-year experience within a farming environment. Knowledge: Basic farming activities and of health and safety measures. Skills: Use of basic farm hand tools, cleaning, operating equipment, communication, listening, reading and time management.
<u>DUTIES</u>	:	Oversee the implementation of routing activities in respect of research and crop production. Ensure execution of routine activities in respect of livestock production and breeding. Perform general routine activities e.g. cleaning of farm building facilities, disposal of waste material, alien weed control etc. Execute general routing activities in respect of infrastructure e.g. maintenance/repair roads, canals, dams drinking troughs, fencing, etc.
<u>ENQUIRIES</u>	:	Mr M Magawana Tel No: (033) 355 9258

DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/ Khazimula.goba@kznhealth.gov.za.
<u>FOR ATTENTION</u>	:	Mrs M Chandulal
<u>CLOSING DATE</u>	:	31 March 2025
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

OTHER POSTS

<u>POST 10/69</u>	:	<u>MEDICAL SPECIALIST- (GENERAL SURGERY) (GRADE 1,2,3) REF NO: GS 8/25 (X1 POST)</u> Component: General Surgery
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
<u>REQUIREMENTS</u>	:	Senior Certificate MBChB or equivalent qualification in the Health Science Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery, which must include an FCS (SA) and MMED completion and adequate time in a general surgery registrar program. Applicants awaiting registration with the HPCSA as a specialist general surgeon can apply and will require registration as a specialist before commencing employment in the post Current registration (2024-2025) with HPCSA for Independent Practice Certificate of registration as a Specialist General Surgeon and for Independent Practice on commencing employment in the post. Grade 1: Not applicable; Registration with the HPCSA as a Medical Specialist Grade 2: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the

relevant discipline. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery Specialist will be required to run the Breast, Endocrine and Renal Surgery Unit. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES

: Participate in the delivery of in-patient and out-patient general surgery service esp. breast and endocrine service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring general surgery Assisting in the management of the surgical database Function as the intern curator when required Inter-disciplinary coordination of the management of general surgery patients Supervision of the surgical trainees and interns rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Responsible for the Breast, Endocrine and Renal Surgical Unit Maintain the effective and efficient utilisation of human resources in respect of : overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES

: Dr R Sathiram Tel No: (033) 897 3379

NOTE

: The Employment Equity Target for this post is: African Male and African Female.

POST 10/70

: **ASSISTANT MANAGER NURSING: (SPECIALTY)-ORTHOPAEDICS/OPHTHALMOLOGY REF NO: GS 7/25**
Component: Nursing

SALARY

: R715 977 per annum. Plus 13th Cheque, Medical Aid (Optional), Home Owners Allowance, Employee must meet the prescribed requirements

CENTRE

: Greys Hospital, Pietermaritzburg

REQUIREMENTS

: Grade 12 Certificate Degree / Diploma in General Nursing A Post Basic Qualification in Orthopaedic Nursing Science or Ophthalmology Nursing Science with a duration of at least one (1) year) accredited with the SANC Current Registration with SANC as a Professional Nurse (2025 SANC

receipt) A minimum of 10 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing At least 6 years of the period referred to above must be appropriate /recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the Orthopaedic Nursing Science or Ophthalmology Nursing Science. At least three (3) years of the period referred above must be appropriate / recognisable experience at Management level. (Eg from the level of an Operational Manager). Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes And Abilities: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs. Plan, organize and monitor objectives of Orthopaedics/Ophthalmology and Surgical units. Manage and provide therapeutic environment for staff, patients and the public accessing health care services at Grey's hospital Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital Ensure that high quality nursing care is rendered to all clients accessing Orthopaedics/ Ophthalmology and Surgical health services at Grey's Hospital, taking into consideration safety risks assessments and patient safety incidents prevention and reporting. Manage the utilization and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the program ms aimed at the improvement of Orthopaedics/Ophthalmology and Surgical services in the nursing units. Manage staff performance by implementing the performance management system of the department of health. Manage and instill discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance to quality care, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

DUTIES

:

ENQUIRIES

:

NOTE

:

POST 10/71

:

OPERATIONAL MANAGER NURSING REF NO: GS 6/25 (X1 POST)
(Specialty)- Advanced Midwifery and Neonatal Science
Component: Nursing

SALARY

:

R656 964 per annum. Plus 13th cheque, medical aid (optional), Homeowners allowance (employee must meet the prescribed requirements)

CENTRE REQUIREMENTS

:

:

Greys Hospital, Pietermaritzburg
Grade 12 Certificate Degree/Diploma in General Nursing and Midwifery 1 Year Post-basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science Current registration with the South African Nursing Council (2025 SANC receipt) A minimum of 9 years appropriate experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing of which 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year

post basic qualification in Advanced Midwifery and NeoNatal Nursing Science Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources The Employment Equity Target For This Post Is: African Male, African Female Knowledge, Skills, Attributes And Abilities Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES

: Assist in planning/organizing and monitoring of objectives of the obstetrics and Gynaecology unit. Manage and provide therapeutic environment for staff, patients and the public accessing health care services at Grey's hospital Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital Ensure that high quality nursing care is rendered to all clients accessing maternal and child health services at Grey's Hospital, taking into consideration safety risks assessments and patient safety incidents prevention and reporting. Manage the utilization and supervision of all resources, taking into consideration cost containment measures. Manage, coordinate and plan the provision of effective training and research, focusing on the programs aimed at the improvement Maternal and Child care nursing. Manage and instill discipline, professionalism and work ethics among employees. Develop strategies which will ensure compliance to quality care, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working environment with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES

: Mr F.S. Matibela Tel No: (033) 897 3331

POST 10/72

: **MEDICAL SPECIALIST- (GENERAL SURGERY) (GRADE 1,2,3) REF NO: GS 9/25 (X2 POSTS)**
Sessional Posts – 10 Hours Per Session
Component: General Surgery

SALARY

: Grade 1: R318 240 per annum
Grade 2: R362 960 per annum
Grade 3: R420 680 per annum

CENTRE REQUIREMENTS

: Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
: Senior Certificate MBChB or equivalent qualification in the Health Science
Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery, which must include an FCS (SA) and MMED completion and adequate time in a general surgery registrar program. Applicants awaiting registration with the HPCSA as a specialist general surgeon can apply and will require registration as a specialist before commencing employment in the post Current registration (2024-2025) with HPCSA for Independent Practice. Certificate of registration as a Specialist General Surgeon and for Independent Practice on commencing employment in the post. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist **Grade 2:** Experience: 5 Years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years' appropriate experience as a Medical Specialist after registration

with the HPCSA as a Medical Specialist in the relevant discipline. Only shortlisted candidates will be required to submit proof of all documents, certificate of service endorsed by HR Department. Knowledge, Skills, Attributes and Abilities: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery Specialist will be required to run the Breast, Endocrine and Renal Surgery Unit. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES

: Participate in the delivery of in-patient and out-patient general surgery service esp. breast and endocrine service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital Management of patients requiring general surgery Assisting in the management of the surgical database Inter-disciplinary coordination of the management of general surgery patients Supervision of the surgical trainees and interns rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Position will be in the Breast, Endocrine and Renal Surgical Unit Maintain the effective and efficient utilisation of human resources in respect of : overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards; Exercise cost control over the activities of the department in line with the allocated budget; Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES

: Dr R Sathiram Tel No: (033) 897 3379

NOTE

: The Employment Equity Target for this post is: African Male and African Female.

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS

: KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200. Applications can also be submitted via the e-services system, please assess this site eservices.gov.za

FOR ATTENTION

: Ms L Mthimunye

CLOSING DATE

: 31 March 2025

NOTE

: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) besides the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late

applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: African Males, African Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

<u>POST 10/73</u>	:	<u>TECHNICAL ADVISOR: TRANSVERSAL FINANCIAL SYSTEMS REF NO: KZNPT 25/12</u> (3 Year Fixed Term Contract)
<u>SALARY</u>	:	R1 436 022 per annum, (all-inclusive annual package)
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate Information Technology Systems qualification (NQF level 7). A post graduate qualification preferably in Information Technology Systems (NQF level 8) will be an added advantage. A minimum of 5 years' senior management experience in the Information Technology Systems environment dealing with Provincial and National Financial and related systems. Knowledge and experience in project management of IT projects is also a requirement (from conceptualization, implementation and monitoring significant provincial IT projects). Knowledge of solutions and systems for enhanced data analytics. Driver's license is required. The Nyukela SMS pre-entry certificate is a requirement for appointment. Skills, Knowledge, and Competencies: Knowledge of PFMA and Treasury Regulations, Supply chain management practices and instructions, strategic planning and analytical skills. Advanced knowledge of BAS, PERSAL, Hardcat, LOGIS and the Biometric Access Control systems. Proficiency in project management, report writing, and in MS packages i.e. word, excel and power point.
<u>DUTIES</u>	:	Provide technical advisory services on all transversal Financial Information Technology Systems (FITS) support offered by KZN Provincial Treasury to the KZN Provincial Administration. Ensure the continuous enhancement of the transversal FITS to improve systems efficiency. Provide technical advisory services on the implementation of new and advanced FITS solutions for the province and the department to ensure value for money and enhance business efficiencies. Provide technical advisory services on the performance of all external FITS services providers. Prepare and submit periodic reports to the Head of KZN Treasury. Conduct research and propose progressive development on FITS. Developing data analytical capability to enhance financial reporting and the implementation of a provincial SCM system.
<u>ENQUIRIES</u>	:	Ms L Coetzee Tel No: (033) 897 4583

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

<u>APPLICATIONS</u>	:	Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications emailed to the respective email address provided for each post.
<u>CLOSING DATE</u>	:	31 March 2025 at 16h00
<u>NOTE</u>	:	<p>It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 paragraph 2.1.5 states that Part E, F and G :Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered. Applications received after closing date will not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates on MMS posts will be subjected to a competence assessment. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. SMS Posts: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management</p>

and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advance problem solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

POST 10/74 : **DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2024/25/24**

SALARY : R1 216 824 per annum (Level 13), total cost to employer that consists of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.

CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics/Business Management or equivalent qualification with five (05) years relevant work experience at a middle/senior managerial level. A postgraduate qualification will be an added advantage. Proven experience in Government policies and programmes. Sound knowledge and experience in small businesses and Women Empowerment Legislative Frameworks, Public Finance Management Act (PFMA) and Project Management. Knowledge and skills: Computer skills (Microsoft Office Package), Good communication (written and verbal), Interpersonal Relations & Facilitation skills, Stakeholder networking, Organizational and Presentation skills. Ability to work independently as well as in a team under extreme pressure. Strong Project and team management skills. Strong oral and written communication skills, including report writing. Knowledge of Government budgeting processes. Competencies: A preferable candidate must competently display these competencies: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

DUTIES : Designing, implementing and monitoring programs aimed at enhancing the economic capabilities of individuals and communities often focussing on marginalized groups by facilitating access to skills training, business development support and network opportunities to promote sustainable economic development in the green economy, mining, agriculture, tourism and manufacturing. Facilitate the implementation of all economic empowerment charters in all the sectors of our provincial economy. Support the initiative to establish partnership within mining. Support MSI Training and incubation programme. Oversee and report on the implementation of policies, programmes, mechanisms and interventions that promote women, youth, black owned businesses and persons with disabilities. Manage/ strengthen and input on policies and programme that mainstream the social transformation and economic empowerment of women, youth and persons with disabilities in South Africa. Management of governance within Economic Empowerment Directorate. Initiate and implement programmes that support the revitalization of rural and township economy. Identification of black owned companies participating in the green economy, mining value chain, tourism sector and manufacturing sector and link them with relevant stakeholders to get the appropriate support and funding. Identify and profile black owned

ENQUIRIES
APPLICATIONS

companies in the province and develop a database of all empowered initiative. Management of all resources within the Directorate and handle all Auditor General queries and findings.
: Ms IN Phiri Tel No: (013) 766 4467
: Email to recruitmentdedt1@mpg.gov.za

OTHER POSTS

POST 10/75

DEPUTY DIRECTOR: TRADE DEVELOPMENT AND PROMOTION
REF NO: DEDT 2024/25/25

SALARY

: R1 003 890 per annum (Level 12), total cost to the employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.

CENTRE
REQUIREMENTS

: Head Office: Mbombela
: An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics and Business Administration with three (3) years relevant work experience at junior management level. Knowledge of the legal framework in the following areas but not limited to Public Finance Management, International Trade and Promotion. Work experience in export and training of emerging businesses. Understanding of the South African economy, economic data and the ability to draw inference from them. Understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES

: Manage the development and the implementation of export, investment promotion policies and strategies. Manage the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Manage the co-ordination of both domestic and international trade exhibition and give advice on Export Marketing and Investment Assistance (EMIA) schemes available within the DTIC and any other exporter's schemes. Management of governance within the sub-directorate.

ENQUIRIES
APPLICATIONS

: Ms LP Mabaso Tel No: (013) 766 4424
: Email to recruitmentdedt3@mpg.gov.za

POST 10/76

DEPUTY DIRECTOR: CONSUMER EDUCATOR REF NO: DEDT
2024/25/26

SALARY

: R849 702 per annum (Level 11), total cost to the employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.

CENTRE
REQUIREMENTS

: Head Office: Mbombela
: An appropriate SAQA recognized NQF level seven (07) tertiary qualification in Economics or Business Management with three (3) years relevant work experience at junior management level. Knowledge of the legal framework, Public Finance Management, understanding of the South African economy, Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. Economic data and the ability to draw inference from them, understanding of the National and Provincial

sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Lead a team of Consumer Educators in conducting workshops, roadshows, consumer aware campaigns, radio interviews and liaise with affected bodies. Disseminate consumer related information. Collect and collate data to determine the impact of education and awareness programmes. Review and update provincial consumer related policies and legislations. Management of staff within the sub-directorate. Manage budget within the sub-directorate. Attend provincial and national consumer protection meetings.

ENQUIRIES : Mr SJ Xaba Tel No: (013) 766 4164
APPLICATIONS : Email to recruitmentdedt2@mpg.gov.za

POST 10/77 : **ASSISTANT DIRECTOR: TRADE AND DEVELOPMENT PROMOTION**
REF NO: DEDT 2024/25/27

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (06) tertiary qualification in Economics and Business Administration with three (3) to five (5) years relevant work experience in the field. Knowledge of the legal framework, Public Finance Management, International Trade and Promotion, work experience in export and training of emerging businesses, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist and provide support in the development and the implementation of export, investment promotion policies and strategies. Promote all opportunities. Lead the implementation of bi-lateral trade agreements. Facilitate and coordinate trade and commerce activities to support industry development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Provide support in the coordination of both domestic and international and trade exhibitions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Supervising staff as assigned including prioritizing and assigning work.

ENQUIRIES : Ms FP Sibiyi Tel No: (013) 766 4490
APPLICATIONS : Email to recruitmentdedt4@mpg.gov.za

POST 10/78 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT**
2024/25/28

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office: Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level seven (06) tertiary qualification in Economics, post graduate qualification in Economics will be an advantage, with at least two (2) to three (03) years relevant work experience as economist/economic researcher. Practical knowledge and experience in economic research. Demonstrate good knowledge and work experience in the application of quantitative and qualitative research methodologies, as well as research report writing. Advanced competency

in computer skills (especially MS Word, Excel and Power Point), as well as very good written and verbal/presentation communication skills. Good planning, organizing, leadership, teamwork, project management, problem solving and decision-making skills. Knowledge of relevant government legislation such as the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, as well as the Constitution of the Republic of South Africa, good governance and Batho Pele principles. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

DUTIES : Assist to conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Assist to conduct and co-ordinate economic research to analyse, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries in Mpumalanga and the state of various provincial socio-economic indicators. Assist to compile and manage socio-economic data/information of municipalities in the province through profiling, research reports, forums and consultations. Participate in economic research planning and identification of relevant research topics, in line with the mandate of the Department. Render an economic analysis service and advice to relevant stakeholders, building partnerships; participate in research forums and co-ordination in the province. Disseminate economic data/information and research findings to relevant decision-making forums and stakeholders.

ENQUIRIES : Ms FP Sibuya Tel No: (013) 766 4490
APPLICATIONS : recruitmentdedt4@mpg.gov.za

POST 10/79 : **ASSISTANT DIRECTOR: HR PLANNING AND PMDS REF NO: DEDT 2024/2025/29**

SALARY : R552 081 per annum (Level 10)
CENTRE : Head Office, Mbombela
REQUIREMENTS : An appropriate SAQA recognized NQF level 6 tertiary qualification in human resource management or equivalent qualification with five (05) relevant work experience. Post establishment administration, employment equity and performance management. Knowledge of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES : Administer human resource planning, employment equity; compile human resource cost per head, posts establishment, policy development and performance management and development system in the department. Provide support and guidance with regarding to human resource planning process and manage the posts establishment of the approved post structure i.e. the creation or abolishment of posts. Administer performance contracting and reviews, annual performance assessments and performance management database. Provide advices, conduct educational, and awareness on human resource planning, performance management and development system and related matters.

ENQUIRIES : Ms J Mabuza Tel No: (013) 766 4140
APPLICATIONS : Email to recruitmentdedt6@mpg.gov.za

<u>POST 10/80</u>	:	<u>BUSINESS ADVISOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/25/30</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification (Degree or Diploma). Experience in the field of business/enterprise development and CIPC services is recommended. Skills and knowledge in presentation, problem solving, client relation, good communication, computer, and must be able to work in teams. The official must be willing to work under pressure. A driver's license is critical for the job.
<u>DUTIES</u>	:	Develop and support Enterprises in the Province. Interact with Departments, agencies that are involved in Enterprise development both national and provincial including Municipalities. Facilitate funding of MSME's and Cooperatives in order to start or grow their businesses. Facilitate non- financial support for Cooperatives and MSME's. The official is to assist in the review, development and implementation of policies and legislative prescript, business registration and strategies that seeks to develop, support, and govern MSME and Cooperatives.
<u>ENQUIRIES</u>	:	Ms LP Mabaso Tel No: (013) 766 4424
<u>APPLICATIONS</u>	:	Email to recruitmentdedt3@mpg.gov.za
<u>POST 10/81</u>	:	<u>BUSINESS ADVISOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2024/25/31</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Ehlanzen District Office-Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/ Business Management or equivalent qualification with two (02) years relevant work experience. Knowledge of BBBEE Act, BBBEE Codes of Good Practice, Sector Charters, Employment Equity Act, Provincial & National Macro-economic policies. Good verbal and written communication skills, Analytical skills and Presentation skills. Advanced Computer skills and valid driver's license.
<u>DUTIES</u>	:	Facilitate the establishment of BEE firms in the beneficiation chain. Monitor the implementation of BBBEE codes of good practice and Sector codes in all sectors of the provincial economy. Facilitate procurement by government and private sector from BEE establishments. Support the activities of the Provincial BBBEE Advisory Committee. Facilitate establishment of database for BEE companies. Advise both private and public sector stakeholders on BEE.
<u>ENQUIRIES</u>	:	Ms N Ndala Tel No: (013) 766 4472
<u>APPLICATIONS</u>	:	Email to recruitmentdedt5@mpg.gov.za
<u>POST 10/82</u>	:	<u>TRADE ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2024/25/32</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Gert Sibande District Office-Ermelo
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics or Business Management or relevant qualification. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.
<u>DUTIES</u>	:	Assist in conducting capacity building on trade matters. Assist in identifying new export markets in and outside South Africa. Assist in identifying gaps in the export market. Make inputs to the reviewing trade and investment policies and strategies, assistance to emerging and current provincial exporters on export matters and the export awareness programme. Provide support activities of ad-hoc projects i.e. water, bottling plant, Mkhondo Agri-hub.
<u>ENQUIRIES</u>	:	Ms LP Mabaso Tel No: (013) 766 4424

<u>APPLICATIONS</u>	:	Email to recruitmentdedt3@mpg.gov.za
<u>POST 10/83</u>	:	<u>CONSUMER EDUCATOR REF NO: DEDT 2024/25/33</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level six (06) tertiary qualification in Law Business Management or equivalent qualification with two (02) years relevant work experience. Knowledge of National Consumer Protection Act 68 of 2008 and Mpumalanga Consumer Affairs Act 06 of 1998. Presentation, investigative and analytical skills, computer literacy and valid driver's licence.
<u>DUTIES</u>	:	Implement educational and awareness programmes to ensure protection of consumers and to create a conducive environment for just and fair trade. Conduct educational and awareness workshops on consumer related matters through radio slots, road shows, workshops and social media platforms. Collate, monitor and evaluate questionnaires/data to assess the impact of education and awareness programmes. Conduct constant research on consumer related matters and trends.
<u>ENQUIRIES</u>	:	Ms J Mabuza Tel No: (013) 766 4140
<u>APPLICATIONS</u>	:	Email to recruitmentdedt6@mpg.gov.za
<u>POST 10/84</u>	:	<u>ASSET CONTROLLER REF NO: DEDT 2024/25/34</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	Grade 12, an appropriate SAQA recognized NQF level six (06) tertiary qualification in Financial Management/ Supply Chain Management/ Purchasing / Logistics / Public Administration / Finance /Accounting / Economics / Internal Audit with a minimum of two (2) years experience in Asset Management environment. Valid Driver's License. Knowledge of Basic Accounting System (BAS), GRAP and LOGIS. Computer literacy with sound knowledge of the MS Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills.
<u>DUTIES</u>	:	Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies, procedures and guidelines are implemented and ensure compliance thereof. Ensure that the Department's asset requirements are included in the budget. Perform quarterly asset count. Conduct bi –annual physical verification of movable assets and reconcile against the Asset Register. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes.
<u>ENQUIRIES</u>	:	Ms N Ndlala Tel No: (013) 766 4370
<u>APPLICATIONS</u>	:	Email to recruitmentdedt5@mpg.gov.za

**PROVINCIAL ADMINISTRATION: NORTHWEST
DEPARTMENT OF HUMAN SETTLEMENTS**

APPLICATIONS

: Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2nd floor Garona Building, Mmabatho.

CLOSING DATE

: 31 March 2024, Time (16H00)

NOTE

: Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre - Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two-day competency assessment at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on How to Fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension

of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under part F must be answered. Declaration must be completed and signed. The North-West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. The posts are open for everyone, but preference will be given to people with disabilities and women in SMS. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

<u>POST 10/85</u>	:	<u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: H/S 10/ 24/25</u> Component: Chief Directorate Corporate Services
<u>SALARY</u>	:	R1 436 022 per annum (Level 14). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho) Matric/Grade12 Degree (NQF level 7) as recognised by SAQA in Human Resource /Management/ Industrial Psychology/ (Business/ Public) Administration/ Law/ Communications. Minimum five (5) years' relevant experience at Senior Management/Director level in corporate services functions A valid driver's license. Extensive Travelling. Nyukela certificate will be required at the time of appointment Competencies/ Knowledge and skills: Public Service Corporate Services prescripts, Government Priorities. PFMA, Treasury Regulations, PSA, PSR Labour relations, Reporting Procedures, Information Systems, Regulations and Amendments, SA Constitution, Employment Equity Act of 1998, Interpreting and Evaluating Information. Strategic Capability and Leadership Project and Programme management Financial management Change management People management and empowerment. Communication, Computer Literacy, Problem Solving and conflict management and Negotiation, Tact and Diplomacy, Teamwork and discipline.
<u>DUTIES</u>	:	Oversee Management of Information Communication and Technology services. Oversee provision of Human Resources and Utilization Management. Oversee Management of Security and Work environment services. Oversee implementation of Strategic Management, Monitoring and Evaluation services. Oversee Provision of Legal Services, Manage Audit and Management Queries. Management of Staff Performance and ad hoc tasks as delegated by HOD.
<u>ENQUIRIES</u>	:	Ms MK Mahlobo Tel No: (018) 388 2899
<u>POST 10/86</u>	:	<u>DIRECTOR: HUMAN SETTLEMENTS PROJECT MANAGEMENT: DR KENNETH KAUNDA DISTRICT REF NO: H/S 11/ 24/25</u> Component: Housing Development
<u>SALARY</u>	:	R1 216 824 per annum (Level 13). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho) Matric/Grade 12; Degree / Postgraduate (NQF Level 7) as recognised by SAQA in Project Construction Management/Built Environment/Civil Engineering studies. Minimum 5 years' relevant experience at middle/senior managerial level. Nyukela Certificate will be required at the time of appointment. A valid driver's License. Extensive Travelling.

		Competencies/Knowledge and Skills: Knowledge of the Constitution of RSA 1996, applicable Construction and Public service legislation and regulatory requirements. In-depth understanding of the build environment. Strategic Capability and Leadership Project and Programme management Financial management Change management People management and empowerment. Construction knowledge and legal compliance. Technical report writing. Knowledge of Government supply chain bid management process. In-depth knowledge and application of Human Settlements process and procedures. Good interpersonal skills. Ability to manage relations with stakeholders.
<u>DUTIES</u>	:	Overall management of the regional budget. Ensure on-time procurement of projects in the region. Oversee and direct construction projects from conception to completion. Manage project cost overruns daily and ensure a balance between project non-financial and financial performance. Coordinate and supervise construction inspectors. Select tools, materials, and equipment and track inventory. Meet contractual conditions of performance. Review regional/ District work performance on progress daily. Ensure adherence to all health and safety standards and report issues. Prepare internal and external reports on regional performance. Plan to prevent problems and resolve any emerging ones. Undertake contract reviews on a regular basis and take necessary consequence management where performance is not satisfactory. Analyse, manage, and mitigate risks. Manage office and technical staff and resolve any staff problems. Respond to service delivery issues related to projects implemented in the region. Management of Intergovernmental relations between key stakeholders in the built industry and three spheres of government.
<u>ENQUIRIES</u>	:	Mr. V Bidi Tel No: (018) 388 5510
OTHER POSTS		
<u>POST 10/87</u>	:	<u>DEPUTY DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 12/ 24/25</u> Component: Statutory Bodies Secretariat Support Services
<u>SALARY</u>	:	R849 702 per annum (Level 11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho)
	:	Matric/Grade 12; Degree /B-Tech / Advanced Diploma (NQF 7) in Public Administration/Public Management or other related qualifications, 3 – 5 years' experience as Assistant Director in the related field. A valid Divers Licence. Extensive Travelling. Competencies/ Knowledge and skills: Knowledge of Human Settlements/ Rental Tribunal and Public Service Administration Legislation, Policies and Frameworks. Applied Strategic Thinking Applying Technology Budgeting and Financial Management Communication and Information Management Continuous Improvement Citizen Focus and Responsiveness Developing Others Diversity Management Impact and Influence Managing Interpersonal Conflict and Resolving Problems Networking and Building Bonds Planning and Organising Problem Solving and Decision Making Project Management Team Leadership. Client Orientation and Customer Care. Strong MS Excel skills, strong presentation skills.
<u>DUTIES</u>	:	Provide secretariat support to the Rental Tribunal and other statutory bodies. Manage complaints in respect of residential rental properties. Develop and implement a marketing and media strategy for the Rental Tribunal and other statutory bodies. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Ms HH Du Plessis Tel No: (018) 388 3863/ 0836937203

<u>POST 10/88</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION & KNOWLEDGE MANAGEMENT REF NO: H/S 13/ 24/25</u> Component: Strategic Planning Monitoring and Evaluation
<u>SALARY</u>	:	R849 702 per annum (Level 11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Mmabatho)
	:	Matric/Grade 12 Certificate or equivalent; National Diploma / B Tech/ Degree in Industrial Psychology/ Management Services, Operations Management or related field. Three (3) years' experience as Assistant Director. Valid driver's license. Extensive Travelling. Competencies/Knowledge and skills: Change Management Strategies and methodologies, In-depth knowledge of Batho Pele Principles and implementation, Policy and Procedure Formulation, Public Service Prescripts, In-depth knowledge of the Operations Management Framework (OMF), Computer literacy, Policy analysis and interpretation, Presentation and report writing skills, Verbal and written communication skill, Computer Literacy.
<u>DUTIES</u>	:	Coordinate Batho Pele initiatives in the organisation. Coordinate the implementation of Transformation programmes. Coordinate the development and implementation Change Management Strategies. Coordinate Service Delivery Improvement Plans and Service Delivery Charter. Coordinate the development of the Service Delivery Model. Coordinate Knowledge Management programmes in the department. Institutionalise knowledge management capabilities in the Department. Plan, organise, Coordinates and manage all activities related to the design, development and implementation of performance data. Promote and facilitate the compliance to PAIA, POPIA and PAJA. Manage the sub-Directorate's resources and Supervise employees.
<u>ENQUIRIES</u>	:	Mr ME Magakwe Tel No: (018) 388 2272

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

ERRATUM: Kindly note that the advert for the Post 09/302: Ophthalmology Technician Grade 1 To 2: Ophthalmology (Contract Post) Salary: Grade 1: R 255 078 per annum, Grade 2: R 297 441 per annum plus 37% in lieu of service benefits. And Experience: Two years of in-service training on ophthalmic specialised equipment after obtaining Level 1 Ophthalmic Assistant course. advertised in the Public Service Vacancy 09 dated 07 March 2025, with Ref No: Post 3/313 has been amended. And Kindly note that the advert for the Post 09/323: Tradesman Aid Central Karoo District Salary: R155 148 per annum, Centre: Laingsburg Hospital, advertised in the Public Service Vacancy 09 dated 07 March 2025, with Ref No: Post 3/323 has been cancelled.

OTHER POSTS

POST 10/89 : **HEAD CLINICAL UNIT (MEDICAL) CRITICAL CARE)**

SALARY : Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs.

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Critical Care (Adult). Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Critical Care (Adult). Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Critical Care (Adult). Competencies (knowledge/skills): PhD will be a recommendation. Experience as examiner/convenor in the CMSA Certificate in Critical Care examination. Appropriate independent research experience. Appropriate experience in undergraduate and post-graduate teaching. Appropriate experience as a Medical Specialist in Critical Care in an academic environment with managerial experience. Excellent interpersonal /relationship building skills. Good communication skills. Successful post-graduate supervision (minimum Master's level). Ability to work in a team.

DUTIES : Overall governance, including Clinical Governance, of the general adult critical care services. Overall strategic and operational management of the general adult Critical Care services of the hospital (medical and surgical). Development, implementation and monitoring of critical care clinical protocols and guidelines. Manage resource planning, provision and utilisation in the general critical care services. Govern access to the general critical care services and its resources. Deliver clinical service in Critical Care, including commuted overtime. Liaise with hospital management and clinicians to ensure quality Critical Care services in the whole Tygerberg drainage area. -Ensure an outreach program to healthcare facilities in the Tygerberg drainage area. Academic responsibility for teaching and learning at under- and post-graduate level, including the faculty's distributed training platform. Ensure research and innovation in priority areas. Active participation in relevant provincial critical care governance structure & advise PGWC: Health on critical care matters.

<u>ENQUIRIES</u>	:	Prof S Chetty Tel No: (021) 938-9226 or Dr M Mukosi Tel No: (021) 938-413
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/90</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3</u> (Forensic Pathology) Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with the professional Council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirement of the job: Valid driver's license. Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Forensic Pathology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist in Forensic Pathology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist on Forensic Pathology. Competencies (knowledge/skills): Above-average computer and software literacy. Above-average ability to communicate clearly and discreetly in person and in writing. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach Medical students, Forensic Pathology Officers and Medical Staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies, and code of conduct pertaining to Forensic Pathology practice. Research ability. Exposure to post-mortems, autopsy work, and dissection. Creativity and openness to new ideas.
<u>DUTIES</u>	:	Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and Training, Research, Clinical Governance and Quality Assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.
<u>ENQUIRIES</u>	:	Dr IJ Molefe, Itumeleng.molefe@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 March 2025

<u>POST 10/91</u>	:	<u>SENIOR REGISTRAR (NEPHROLOGY)</u> (2-Year Contract)
<u>SALARY</u>	:	R1 271 901 per annum, A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Inherent requirement of the job: A valid (code B/EB/C1) driver's license. Commuted overtime is compulsory. Competencies (knowledge/skills): Effective and efficient administration. Facilitation of management system. Communication including report generation, letter writing, consultation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) qualifications. Technical skills appropriate for investigation.
<u>DUTIES</u>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES</u>	:	Prof N Wearne Tel No: (021) 404 2024 or nicola.wearne@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status) Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.
<u>CLOSING DATE</u>	:	31 March 2025

<u>POST 10/92</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRIC MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Applicants must have a valid APLS certificate. Must provide after-hours emergency services and participate in commuted overtime. DCH (Diploma of Child Health). Competencies (knowledge/skills): Appropriate post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to work in a professional multi-disciplinary team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service, including initiation of and involvement in quality improvement projects. Excellent report, clinical note and referral writing skills. Leadership experience and skills. Initiative, teamwork, planning, organizing and coordination demonstrated in quality improvements projects or community projects relevant to child health. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients and their families, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	:	In addition to clinical services, outputs include: Teaching (formal and informal) of undergraduate medical students. Supervising and training junior medical staff and students in the course of clinical work. Working within a multi-disciplinary team and providing clinical leadership in the workplace. Assist HOD with some administrative duties, data collection and quality improvement projects relevant to child health and improved service for patients and their families. Improve professional competence by regular self-learning and reflection with the application of current evidence. Assist HOD of paediatric department with the efficient delivery of a high-quality paediatric service at Victoria, a Large Metro District Hospital within the Southern Sub-District of Cape Town. Effective and efficient administration of clinical duties. Attend to paediatric referrals from the Emergency Centre. Provide telephonic paediatric advice to queries from primary health care professionals within our drainage area. Provide afterhours paediatric cover.

<u>ENQUIRIES</u>	:	Dr Gill Schermbrucker, email: Gill.Schermbrucker@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/93</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Registration with a Professional Council: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB) driver's license. Participation in a rotational shift-based roster that requires work on weekends, nights and public holidays. Perform commuted overtime and work after hours as required by operational needs. Competencies (knowledge/skills): Appropriate experience in an Emergency Centre. Knowledge of the South African Triage Scale and Emergency Medicine in Primary Emergency Care. Competency in resuscitation (participate/lead) and basic and advanced emergency procedures. Computer literacy Skills.
<u>DUTIES</u>	:	Provision of Emergency Care using Evidence Based Medicine. Clinical management of adults, children and neonates. Rational use of scarce resources and medical record keeping. Clinical governance including medicolegal documentation & Administrative self-management. Effective communication and professional conduct. Supervision and teaching of medical students and junior doctors.
<u>ENQUIRIES</u>	:	Dr S Le Roux Tel No: (021) 918-1733

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for similar vacant posts within the Department for a period of 3 months.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/94</u>	:	<u>REGISTRAR (MAXILLO & FACIAL ORAL SURGERY: UWC DENTAL HRTG TRAINING) (X2 POSTS)</u> Chief Directorate: Metro Health Services (5-Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Oral Health Centres
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Inherent requirements of the job: A valid driver's license. Participation in the commuted overtime system may be required depending on the service requirements. Primary modules or MBChB.
<u>DUTIES</u>	:	Rendering of service and research on combined platform as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (includes satellite clinics) as required by the Head of department. Completion of the 5 years (60 months) academic requirements for MChD Degree at UWC. Administration duties as determined by the Head of Department.
<u>ENQUIRIES</u>	:	Dr G Hein Tel No: (021) 937 3089
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. -As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. -Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the

yearbook and guidelines. -“Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/95</u>	:	<u>REGISTRAR (COMMUNITY DENTISTRY)</u> Chief Directorate: Metro Health Services (4-Year Contract)
<u>SALARY</u>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Oral Health Centres
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Inherent requirements of the job: -A valid driver's license. Participation in the commuted overtime system may be required depending on the service requirements. Competencies (knowledge/skills): Additional post graduate qualification in a Public Health or Dental Public Health field.
<u>DUTIES</u>	:	Rendering of service and research on combined platform as determined by the Head of department. Undergraduate teaching and training on the platform of Oral Health Centre (includes satellite clinics) as required by the Head of department. Completion of the 4 years (48 months) academic requirements for MChD Degree at UWC. Administration duties as determined by the Head of Department.
<u>ENQUIRIES</u>	:	Prof D Smit Tel No: (021) 937 3148
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will

only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE

: 31 March 2025

POST 10/96

: **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHESIA)**

SALARY

: Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
A portion of the package can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENTS**

: Mitchell's Plain District Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory on a shared 24-hour roster, requiring after-hours, weekend and public holiday participation. Willingness to participate in teaching, audits, research and quality improvement projects. Competencies (knowledge/skills): Delivery of Anaesthesia and related services and care (resuscitation) in high-acuity trauma and non-trauma General Surgery patients, Anaesthesia for Orthopaedic Surgery and Obstetrics & Gynaecology. Ability to cope independently in an environment where there is a disproportionate high-volume of emergency service workload, in a resource-constrained setting, where there may be delays to after-hours assistance or back-up. Ability to work and make clinical decisions independently. Good organizational and communication skills, and ability to perform tasks cost-effectively and efficiently. Excellent individual interpersonal and coping skills, and an ability to perform well within a multi-disciplinary team context. Enthusiasm to attend training and educational courses to broaden clinical and managerial skills and knowledge.

DUTIES

: Administration of anaesthesia and related duties – pre-operative assessments and resuscitation, intra-operative management and post-operative care in the recovery unit and surgical wards. Ensure fully functional operating theatre equipment, including consumable equipment stocks and capital equipment functionality. General and neuraxial

anaesthesia, procedural sedation and regional nerve plexus blocks where required. Management and coordination of theatre lists in terms of efficient utilization of operative resources. Proactive consultation with other theatre users and theatre nursing staff on a shared-utilisation surgical platform. Diligent attention to all aspects of medical record-keeping. Teaching, lecturing and clinical supervision of medical students, interns, rotating supernumerary registrars, new medical officers and nursing staff. Participation in clinical audits, surveys, gathering of theatre statistics and involvement in research projects where required.

ENQUIRIES : Dr J Marszalek Tel No: (021) 3774300
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE : 31 March 2025

POST 10/97 : **REGISTRAR (MEDICAL): PUBLIC HEALTH MEDICINE**
 Directorate: Health Intelligence / University of Stellenbosch
 (4-Year Contract)

SALARY : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner in the category of independent practice. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner in the category of independent practice. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Registration for the MMED in Public Health Medicine at the University of Stellenbosch. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent, to align to the values of the Department of Health and Wellness and to be kind.

DUTIES : Public Health medical service provision in the public sector health services. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.

ENQUIRIES : Ms Lesley Shand Tel No: (021) 483-2639 or lesley.shand@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. As directed by the

Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures.

<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/98</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC GASTROENTEROLOGY) (6 SESSIONS)</u> Chief Directorate: Rural Health Service (1 Year Contract)
<u>SALARY</u>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma (NQF 6)/Degree (NQF7) in accounting or related field. Inherent requirements of the job: Valid (code B/EB) driver's licence. Experience: Extensive experience in Supply Chain Management in a Health Care Environment. Preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Contract Management. Competencies (Knowledge/Skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognised accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyse statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management.
<u>DUTIES</u>	:	Provide strategic management and leadership, as member of George Hospital senior management team. Ensure effective Supply Chain Management including, demand management, warehousing, finance, and

asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.

ENQUIRIES : Mr TJ Kau Tel No: (044) 805 4533
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
CLOSING DATE : 31 March 2025

POST 10/99 : **OPERATIONAL MANAGER NURSING (SPECIALTY: NEONATAL ICU)**

SALARY : R656 964 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Advanced Midwifery and Neonatal Nursing Science. Registration with the Professional Council: Current registration with the SANC as a Professional Nurse and Midwife. Inherent requirement of the job: Perform after-hour and weekend duties Night duty as required. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. - At least 5 years of the period referred to above must be appropriate/recognisable experience in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Advanced Midwifery and Neonatal Nursing Science. Competencies (knowledge/skills Principles of Management: Supervisory, leadership, problem solving, conflict resolution, and interpersonal/communication skills. Knowledge of Nursing legislation related to legal and ethical nursing practices and framework. Human Resources, Labour Relations legislation and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty including public sector policies and protocols. Promote quality of nursing care as directed by the professional scope of practice and standards determined by the facility.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in the formulation, monitoring, and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material, and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training, and personal development of self and subordinates including management of underperformance and grievances. Collect, provide, and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.

ENQUIRIES : Ms. L.J De Palo Tel No: (021) 404-2105
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 31 March 2025

<u>POST 10/100</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	R656 964 per annum, (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE</u>	:	Op die Berg Clinic, Witzenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post- basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage, control, act in facet of Health, support, security, cleaning-Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procuring. Implement policies, prescripts, and protocols regarding the mentioned facets. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in Community involvement, collect, verify and timeous submit accurate statistics.
<u>ENQUIRIES</u>	:	Mr L Wawini Tel No: (023) 316-9600
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates will be subjected to a competency-based assessment. The pool of applicants will be considered for similar vacant posts within Ceres Hospital, Witzenberg Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/101</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) NIGHT DUTY (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R520 560 per annum, (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE</u>	:	Ceres Hospital, Witzenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends, and public holidays. Will be required to deliver standby duties for the Hospital. Will be on required to relief the

	Operational manager day shift/ Nurse Manager. Valid Code (B/EB) driver's license. Will be expected to work clinically in a ward and manage the facility at Night. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Be able to function independently and as part of the multidisciplinary team. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.
<u>DUTIES</u>	: Manage, supervise and coordinating patient care and human resources on night duty in Ceres hospital for all departments. Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies, regulations, and professional practices. Collect, verify and submit accurate midnight reports and handover of activities on night shift. Quality assurance management by auditing clinical records, doing ward rounds, managing patient safety incidents and complaints, coordinate and provide in-service training on night duty. Utilize the information management systems to enhance patient care and service delivery.
<u>ENQUIRIES</u>	: Mr W Smeda Tel No: (023) 316-9600
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/102</u>	: <u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	: Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	: Citrusdal Clinic, Cederberg Sub-district:
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e diploma / degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Registration with a Professional Council: Registration with SANC as a professional Nurse and a Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Good interpersonal and communication skills. Good organizing skills. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills (i.e MS Word, Excel, Outlook).
<u>DUTIES</u>	: Assist with the management and execution of relevant curative programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Assist with the management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Assist with the management and execution of relevant Woman's Health Services within the scope of practice to be and advocate for the patient to ensure the provision of necessary health care. Assist with the management and execution of relevant HAST programmes

**ENQUIRIES
APPLICATIONS**

NOTE

CLOSING DATE

POST 10/103

**SALARY
CENTRE
REQUIREMENTS**

DUTIES

**ENQUIRIES
APPLICATIONS**

**NOTE
CLOSING DATE**

within scope of practice and be an advocate for patients to ensure provisioning of necessary health care. Administration and communication.

Sr M Sandt Tel No: (027) 482 1484

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care. The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

31 March 2025

**CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE)
GRADE 1 (X2 POSTS)**

West Coast District

Grade 1: R451 533 per annum

Vredendal Noord Clinic & Lutzville Clinic

Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Post-basic qualification, with a duration of at least 1 year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with the Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Willing to work on the mobile health clinic bus. Willingness to relieve the Operational Manager during her absence on leave. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.

Effective execution of relevant Curative Programmes on PHC level. Rendering of an effective Child Health service and programmes, including school health and nutrition. Execution of all Women's Health services, including reproductive health and antenatal care. Effective execution of the HAST programme – TB management, STI management and HIV/AIDS management services.

Dr JE Eygelaar Tel No: (027) 2134070

Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

31 March 2025

<u>POST 10/104</u>	:	<u>COMPLIANCE MANAGEMENT ADVISOR</u> Directorate: Financial Accounting (Based at Stikland Hospital)
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Accounting or Auditing. Experience: Appropriate experience and knowledge in Finance, Supply Chain Management and Auditing. Appropriate experience in effective assessment and monitoring of processes of compliance and risk management. Appropriate experience in analysing data and drawing conclusions. Appropriate experience in performing process mapping on internal controls. Appropriate experience in assessing transactions in line with Financial and SCM prescripts. Appropriate experience in effective management of staff. Appropriate experience in the key performance areas of the job. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of operational requirements pertaining to assets, inventory, warehousing, irregular expenditure, commitments, and accruals, as well as the relevant reporting requirements. Knowledge of AFS processes. Knowledge of LOGIS or SYSPRO. Knowledge of internal controls and compliance management with the ability to draft process maps. Presentation and report-writing skills. Computer literacy with extensive experience in Microsoft Excel.
<u>DUTIES</u>	:	Execute interventions at Health institutions to ensure credibility and correctness of AFS Notes. Generate samples for staff based on risk. Identify cases of non-compliance with legislation and policies at institutions. Formal and informal training of staff at institutions. Presentation of findings at various management meetings. Perform quality checks, provide guidance and support to staff. Perform ad hoc investigations as required by management. Apply Finance and Supply Chain Management principles. Identify risks and implementation of appropriate internal controls. Identify irregular, fruitless, and wasteful expenditure. Evaluate expenditure against laws and regulations to ensure compliance. Draft Standard Operating Processes with regards to Finance and Supply Chain Management best practices. Manage staff.
<u>ENQUIRIES</u>	:	Mr A. Moya Tel No: (021) 940 8725 or Anele.Moya@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/105</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)</u> Directorate: Assurance
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year clinical qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and/or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in clinical practice plus appropriate experience specifically in a mental healthcare environment. Appropriate experience in health services management will be an added advantage. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions.

	Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e. PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.
<u>DUTIES</u>	: Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187 as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.
<u>ENQUIRIES</u>	: Ms K Jacobs Tel No: (021) 483 3303
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/106</u>	: <u>INDUSTRIAL TECHNICIAN: UNIT HEAD- CLINICAL ENGINEERING (OPTICS WORKSHOP)</u>
<u>SALARY</u>	: R444 036 per annum
<u>CENTRE</u>	: Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	: Minimum educational qualification: National Diploma in Electrical Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Practical experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Experience on the following equipment also recommended: light sources, laser, ENT and various types of scopes (gastro-, colono-, cysto and bronioscopes, etc.). Competencies (knowledge/skills): Knowledge of health technology principles and Excellent ability to do faultfinding on medical equipment. Computer literacy (i.e. MS Word, Excel). Ability to compile technical specifications for medical equipment and assist with the tender process.
<u>DUTIES</u>	: Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Optical) equipment and train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Liaise with hospital and private sector staff and reports to the Head of Clinical engineering. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993
<u>ENQUIRIES</u>	: Mr. Leon Van Niekerk Tel No: (021) 404 4040
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 31 March 2025

<u>POST 10/107</u>	:	<u>ASSISTANT DIRECTOR: HR (PEOPLE PLANNING)</u> Directorate: People Management Planning and Practices
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year Diploma/Bachelor's Degree in the Human Resources/People Management field. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate experience in Workforce Planning processes and analytics. Competencies (knowledge/skills): Knowledge of the Public Service Act and Public Service Regulations. Knowledge of the DPSA Directive on Workforce Planning (HR Planning). Exposure to the DPSA Workforce Planning prescripts and templates will be an added advantage. Computer Literacy in MS Office (MS Word, MS Excel, PowerPoint, Outlook). Knowledge of PowerBI will be an added advantage. Analytical skills and research abilities. Ability to work in a team. Excellent verbal and written communication skills. Report writing skills. Attention to detail.
<u>DUTIES</u>	:	Render a strategic People Planning function by developing the departmental Workforce (HR) Plan and to monitor and evaluate the implementation of key actions identified. Develop the 3-year Workforce (HR) Plan and the annual HR Plan Implementation Report (HRPIR) for the WCGHW. Conduct research and trend analysis on Workforce Planning issues and stay abreast of new developments. Keep abreast of national, provincial, and departmental strategies in order to align the Workforce Plan appropriately. Comply with the standards, quality, and timeframes in terms of the DPSA Directive. Manage the online HR Exit Interview System (HREXITIS). Provide support, advice, and training to role-players in the Department. Provide input to strategic documents. Participate in the annual provincial assessment of all newly developed Workforce Plans and annual Implementation Reports in collaboration with the Department of the Premier. Manage the People Management (HR) issues of staff in the component.
<u>ENQUIRIES</u>	:	Ms Carine Kleynhans Tel No: (021) 483-4487/Ms Reygana Shade Tel No: (021) 483-3717
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/108</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with HPCSA as an Occupational Therapist. Minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South

	Africa. Grade 3: A minimum of 20 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Driver's license. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of mental health and Intellectual Disability. Good interpersonal, organizational, and planning abilities.
<u>DUTIES</u>	: Planning, Implementation and evaluation of an effective and efficient OT clinical service. Execute delegated administration tasks related to clinical service as well as departmental requirements. Needs assessment, development, implementation & monitoring of new and existing projects. Effective and efficient management of financial and physical resources related to service area. Clinical supervision of students during practical placement as well as professional development of self and others. Support to HOD.
<u>ENQUIRIES</u>	: Mr F Sedick Tel No: (021) 503-5031
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlist candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/109</u>	: <u>DENTAL TECHNICIAN (DENTAL TREATMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE</u>	: Oral Health Centres
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the South African Dental Technicians Council of South Africa (SADTC) as a Dental Technician. Experience: Grade 1: None after registration with the SADTC in Dental Technician in respect of RSA qualified employees. One-year relevant experience after registration with SADTC in Dental Technology in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the SADTC in Dental Technician in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with SADTC in Dental Technology in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the SADTC in Dental Technician in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with SADTC in Dental Technology in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of

the job: Willingness to travel. Competencies (knowledge/skills): Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good management, administrative and supervisory, good problem-solving, conflict resolution. Experience in teaching and learning environment. Good computer literacy (MS Word, Excel and Outlook). Experience in Crown and Bridge Ceramics, Tooth morphology, Implantology, Press able ceramics, Digital Dental Cad Cam Milling, 3D Dental Printing, and Sintering processes. Proficient in doing Zirconia Crowns and Bridges.

DUTIES : Ensure delivery of Dental Technology Services, (Dental Ceramics, Implants, Press able Ceramics and Digital Dental Cad-Cam within the various components of the Oral Health Centre, Tygerberg and Mitchell's Plain platform. Continuous development and obtaining technical skills required for optimal Teaching and Learning, Service delivery and Research. Administrative duties. Deliver service over the ORAL Health Centre platform of Tygerberg and Mitchell's Plain. Must be able to function as part of dental team. Implant supported prosthesis.

ENQUIRIES : Mr U Pieterse Tel No: (021) 937 3053
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 31 March 2025

POST 10/110 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
 (Cape Winelands Health District)

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R514 785 per annum
 (plus, a non-pensionable rural allowance of 12% of the basic annual salary)

CENTRE : Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an occupational therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession in respect of RSA-qualified employees who performed community service, as required in South Africa 1-year relevant experience after registration with the HPCSA in the relevant profession in respect of foreign-qualified employees, of whom it is not required to perform community service. **Grade 2:** Minimum of 10 years relevant experience with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees. **Grade 3:** Minimum of 20 years relevant experience with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of RSA qualified employees. Inherent requirement of the job: Valid Code (B/EB) driver's license. Competencies (knowledge/skills): Comply with ideal facility/clinic requirements as applicable. Knowledge of prescription and

issuing of assistive devices including mobility assistive device. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs and in line with the BOD within that area. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and other relevant assistive devices/technology as well as Splinting skills.

DUTIES : Provide clinical occupational therapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Conduct basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs to wheelchair users as well as fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

ENQUIRIES : Mr L Wawini Tel No: (023) 316-9600
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. A practical test will form part of the selection process. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Witzenberg Sub District for a period of 3 months from date of advert.

CLOSING DATE : 31 March 2025

POST 10/111 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
 Grade 2: R439 755 per annum
 Grade 3: R 514 785 per annum

CENTRE : Khayelitsha CHC
REQUIREMENTS : Minimum educational qualification: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the Professions Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound. in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound. in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified

employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to conduct outreaches to local clinics, community day/ health centres and communities. Valid Code B/EB driver's license. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and post-graduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the focus on Obstetrics and Gynaecology (OSG) imaging in Khayelitsha CHC. General care of patients as part of a multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD- program, as a learner as well as In-service training.

ENQUIRIES : Ms. C Steyn (Cheryl.Steyn@westerncape.gov.za)
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. shortlisted candidates will be subjected to a written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 31 March 2025

POST 10/112 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
 Directorate: Cape Winelands Health District

SALARY : R376 413 annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (Code B/EB) driver's license. Experience: Appropriate Human Resource Administration experience. Appropriate supervisory experience. Practical PERSAL experience. Competencies (knowledge/skills): Sound knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions, and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Excellent computer skills in (MS Office, Word, Excel, PowerPoint, and Outlook).

DUTIES : Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS/PERMIS, establishment administration and recruitment and selection and HRD Render a support and advisory service with regards to personnel administration and human resource management. Manage and supervise the general staff office including the development of HR Officials. Management of PERSAL functions and accurate record keeping. Ensure HR compliance and rectification of Auditor-General reports and monitor compliance (CMI) to HR policies.

ENQUIRIES : Mr CE Modisie Tel No: (021) 808-6178

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/113</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u>
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments within the psychiatry unit Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental Health wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of Mental Health patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
<u>ENQUIRIES</u>	:	Mrs A Meiring Tel No: (021) 404 3172
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/114</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: WELLNESS)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R307 473 per annum

	Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	: Support and Outreach Beaufort West PHC : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Excellent communication with community and other stakeholders' engagement and facilitation skills, Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
<u>DUTIES</u>	: Provide effective support to the Comprehensive Health Component in the District office. Manage the implementation of the COPC approach and support the external and internal interface. Monitor and support with quality data submission. External interface management by planning, delivered and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Delivered wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health.
<u>ENQUIRIES</u>	: Ms A Hansen Tel No: (023) 414 8202
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/115</u>	: <u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL)</u> West Coast District
<u>SALARY</u>	: Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE</u>	: Laingville Clinic: Saldanha Bay Sub District

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e., annual licensing receipt of 2024. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Management of Burden of disease in accordance with the guidelines and protocols of the Western Cape. Provide quality of care to all patients within PN scope of practice, in consideration of their presented health issue. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently and supervising and mentor lower categories of staff.
<u>ENQUIRIES</u>	:	Ms AR Louw Tel No: (022) 709-5066
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the West Coast TB Complex (Sonstraal & ID Hospitals) for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/116</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C: CARPENTRY</u> (Technical Services) Directorate: Metro Health District
<u>SALARY</u>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Trade Test Certificate in Carpentry. Inherent requirement of the job: A valid driver's licence (code B/EB). Perform standby duties and overtime as required. Experience Grade A: No experience after obtaining the relevant trade 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. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Competent with hands-on practical work, teamwork, leadership, and be conversant/competent in workshop machinery. Computer literacy in MS Office (Word, Excel, Outlook).
<u>DUTIES</u>	: Perform routine inspections, and general repairs, maintain buildings, and oversee the preventative maintenance programme. Assist to manage outsourced contracts and drawing up minor contract specifications. Assist with the control of the workshop budget, stocktaking, ensuring safekeeping, and ordering of tools and materials on Log 1. Assist with the Human Resource Management of staff, compilation of reports, statistics, and general administration. Assist with supervising the Handyman and Tradesman aids and managing Disciplinary Procedures.
<u>ENQUIRIES</u>	: Mr J Petersen Tel No: (021) 503 5036
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/117</u>	: <u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u>
<u>SALARY</u>	: Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<u>CENTRE</u>	: Drakenstein Sub-district
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. 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 requirement of the job: A valid Code EB/EC driver's license. Perform standby duties and overtime as required. Willing to travel. Competencies (knowledge/skills): Appropriate experience in electrical field especially in maintenance and repairs. Keeping abreast with new techniques and materials. Knowledge of the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in MS Word, Excel. Ability to conduct fault finding exercises and do /service repairs down to component level. Supervisory skills.
<u>DUTIES</u>	: General Administration of the Workshop including the Stock take and safekeeping of tools and materials. Day to day planning and management of job cards including workload management. Planning and procurement of materials and equipment and quality control of completed works, Carry out technical investigations, provide technical support to clients and provide input to the operational plan of the workshop, administration of work including reporting. Liaise with the relevant Hospital workshop, Directorate Hospital Maintenance and Engineering Services as well as Technical and Engineering Workshop. Supervision of Tradesman Aid and interns and manage the Disciplinary procedures. Assist with the execution of engineering projects/repairs at the institutions. Ability to write specifications.
<u>ENQUIRIES</u>	: Mr. S Adams Tel No: (021) 877-6400
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	: 31 March 2025

<u>POST 10/118</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> (Chief Directorate: Metro District Health Services)
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Metro TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital environment and working with clients. Extensive office management experience. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Computer literacy (words, excel, PowerPoint) Competencies (knowledge/skills): Ability to manage own work and that of the deputy managers office. Ability to communicate with the public and all stake holders. Computer literacy (Ms word, Excel, Outlook, PowerPoint). Ability to type approximately 20-25 words per minute. Problem solving, conflict management, good planning and organisational skills. Ability to maintain confidentiality. Able to function independently and within the multidisciplinary team. Knowledge of NIMS
<u>DUTIES</u>	:	Provide an effective administrative service to the Nursing department& HOD Nursing. Planning, organizing & Performing administrative duties (record keeping of all nursing personnel activities, typing, faxing photocopying, filling and minute taking). Provide effective communication (arranging appointment, meetings and stakeholders' visitors, manage telephone calls daily, complete weekly and monthly stats, reports and data capturing) to the head of nursing department Support to Nursing department – NIMS management.
<u>ENQUIRIES</u>	:	Ms G. Mashaba Tel No: (021) 508 7406
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/119</u>	:	<u>ADMINISTRATION CLERK: INFORMATION TECHNOLOGY</u> Directorate: Information Technology (Tygerberg Hospital: HIS Application Centre)
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate experience in administration. Competencies (knowledge/skills): Communication Skills, Organizational Skills, Technical and IT Skills. Numerical and Financial Competence Analytical and Problem-Solving Skills Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills.
<u>DUTIES</u>	:	Responsible for Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations. Ensuring functional Diary Management, organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track expenditure, assist with purchase orders, and support procurement activities. Human Resource and Contract Administration: Assist with recruitment coordination, onboarding, and contract management. Reporting and Presentations: Support the preparation of reports, presentations, and other documentation. SharePoint Administration: Manage documents and ensure correct access and organization within SharePoint.
<u>ENQUIRIES</u>	:	Mr Sibulele Dlakana Email: Sibulele.Dlakana@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/120</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 4417 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: -Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: -Appropriate experience in Supply Chain Management with specific focus in the Procurement Process. Appropriate experience of Supply Chain Management systems i. e. Logis (Logistical Information System) and ePS (Electronic Procurement System). Inherent requirements of the job: -Willingness to work after-hours when required. Competencies (knowledge/skills): -Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication. Sound communication, organisational and interpersonal skills. Knowledge of Supply Chain Management processes, PFMA and the Accounting Officers System, LOGIS, EPS and ESL.
<u>DUTIES</u>	:	Source quotations: Advertise requests on EPS to source quotations, perform an SCM evaluation of such quotes and guide users on how to evaluate. Generate and place orders with suppliers and maintain filing and complete adjudication of awarded orders on EPS. Prepare documentation for quotation committee meetings. Ensure that all transactions comply with legislative requirements. Handle telephonic and written enquiries from Directorates and Suppliers and perform relief duties within SCM component.
<u>ENQUIRIES</u>	:	Ms. J Davids Tel No: (021) 834-589
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates will be subjected to a practical / written assessment during the interview process. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/121</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Cape Winelands Health District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Brewelskloof Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or Equivalent. Experience: Appropriate experience. Inherent requirement of the job: Will be required to work shifts, weekends, and public holidays. Willingness to rotate and assist in other departments as required. Competencies (knowledge/skills): Computer literate (Microsoft word and Excel.) Ability to work under pressure and to meet deadlines. Maintain confidentiality.
<u>DUTIES</u>	:	Rendering of a comprehensive HRD/MDR/ARV clerical service. Stock ordering and control and Information management. Provide support to the multidisciplinary team and collect and Collate data. Maintain ARV / HRD/ MDR register. Managing training register for personnel. Assist with the compilation of the Workplace Skills Plan. Manage, order and maintain stock. Perform relieve duties in other departments as would be required. Keep minutes of relevant meetings. Maintain a complete and accurate filing system.
<u>ENQUIRIES</u>	:	Mr NL Mahashe Tel No: (023) 348 -1311

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/122</u>	:	<u>TELECOM OPERATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Inherent requirement of the job: Work shifts, night shifts, weekends, and public holidays. Work overtime when required for operational needs. Experience Appropriate experience in operating an electronic switchboard and a messaging system. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel, and Outlook).
<u>DUTIES</u>	:	Operate electronic switchboards, answer telephonic queries, and deliver messages. Ensure that the switchboard and telephone equipment are in working order. Monitor, place, and record all cellular, national, and international calls made. Effectively sending of bulk SMS's. Perform administration duties in the paging office. Update speed dials and speed dial directory and report all telephone faults and switchboard errors to the Supervisor.
<u>ENQUIRIES</u>	:	Mr K Goolam Tel No: (021) 404-3332
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	31 March 2025
<u>POST 10/123</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA) (X8 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R177 714 - R202 193 per annum Grade 3: R206 619 - R271 584 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of

	Emergency Vehicles and Equipment. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	: Ms S Modack-Robertson Tel No: (021) 932 1966
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/124</u>	: <u>SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRICS)</u> <u>(20 HOURS PER WEEK)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	: Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<u>CENTRE</u>	: New Somerset Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Medical Specialist Paediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirement of the job: Valid driver's license. Willingness to do teaching, outreach and perform overtime duties in paediatrics and neonatology. Competencies (knowledge/skills): Computer literacy. Have a good understanding of regional and district level child health services and programmes. Awareness of statutory framework, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Practical experience in inpatient and outpatient care in General Paediatrics and Neonatology. Leadership-, interpersonal- and organisational skills. Experience in emergency care of critically ill children and neonates. Experience in outpatient care of children including children with neurodevelopmental disorders. Experience in teaching and training of undergraduate students.
<u>DUTIES</u>	: Clinical service delivery at specialist level across the full spectrum of Paediatrics and Neonatology, including emergency care of a critically ill patients, Neurodevelopmental assessment, and other long term health conditions. Ensure effective and efficient clinical governance and management within the NSH Paediatric department with regard to clinical, human and financial resources. Conduct academic teaching in Paediatrics and Neonatology on UCT joint platform at undergraduate and postgraduate levels. UCT is committed to the pursuit of excellence, diversity and redress in achieving equity targets. Plan and participate in the education and training of staff, including registrars, medical officers, community service MO's, interns, medical students and nursing staff.
<u>ENQUIRIES</u>	: Dr Donna Stokes Tel No: (021) 402 6408
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/125</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC GASTROENTEROLOGY) (6 SESSIONS)</u> (1 Year Contract)
<u>SALARY</u>	: Grade 1: R607 pe hour

**CENTRE
REQUIREMENTS**

Grade 2: R698 per hour
Grade 3: R809 per hour
Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Competencies (knowledge/skills. Experience in general paediatrics and paediatric gastroenterology. Good communication skills (written and verbal). Ability to function independently at a level of medical specialist in paediatrics. Demonstrated interest in Paediatric Gastroenterology, including research. Working with multi-disciplinary teams. SASPGHAN membership

DUTIES

To render a clinical outpatient service in Paediatric Gastroenterology. To provide outpatient care, including clinical teaching. Administration and management.

**ENQUIRIES
APPLICATIONS**

Dr P. Rose Tel No: (021) 938 9570
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**NOTE
CLOSING DATE**

No payment of any kind is required when applying for this post.
31 March 2025

POST 10/126

**MEDICAL SPECIALIST GRADE1 TO 3 (10 SESSIONS PER WEEK)
(SURGERY)**
Chief Directorate: Metro Health Services
(1-Year Contract)

SALARY

Grade 1: R612 per hour
Grade 2: R698 per hour
Grade 3: R809 per hour

**CENTRE
REQUIREMENTS**

Victoria Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a Professional Council: Registration with the HPCSA as a medical Specialist in Surgery. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Must be willing to work sessional hours after hours,

including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in general surgery. Appropriate experience in emergency upper-Gastrointestinal endoscopy and management of upper-GI bleeding. Ability to work in a team and with all levels of staff. Interest in developing an academic career.

DUTIES

: Management and communication to appropriately triaged & efficient running of theatre lists. Requirements to complete statistics collection. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. To deliver comprehensive after-hours emergency/urgent surgical services to patients in theatre, GIT unit, surgical wards, and emergency centre at Victoria Hospital. The aim is to deliver safe, cost-effective and high-quality care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patient and planning appropriate operative management. Emergency/urgent & trauma surgical procedures. Competency & proficiency in emergency UGI endoscopy & management of UGI bleeding. Post-operative assessment & care, with appropriate investigation & management of possible complications. Teaching and training of interns, students and nurses providing an appropriate level of care and knowledge.

ENQUIRIES

: Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za

APPLICATIONS

: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE

: 31 March 2025

POST 10/127

MEDICAL OFFICER GRADE 1 TO 3 (20 PER WEEK SESSIONS)

Garden Route District
Contract until 31 March 2026

SALARY

: Grade 1: R457 per hour
Grade 2: R521 per hour
R603 per hour

CENTRE REQUIREMENTS

: Mossel Bay Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant

experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a Professional Council: - Registration with the HPSCA as a Medical Practitioner. Inherent requirements of the job: Valid driver's license (Code B/EB). -Willingness to travel between PHC facilities. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level. Knowledge applicable to South African TB and HIV care guidelines and including pediatrics HIV and Drug-resistant TB. Computer literacy (MS Excel, Word, Outlook etc.). Ability and willingness to do outreach services to clinics throughout the Mossel Bay Sub-district, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Provide quality outpatient care to patients in Mosselbay Sub-district Primary Healthcare facilities and provide an Outreach and Support service to PHC facilities in the Mosselbay Sub-district. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Mosselbay Sub-district facilities as required.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 6102
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Garden Route and Central Karoo District's for a period of 3 months from date of advert.

CLOSING DATE : 31 March 2025

POST 10/128 : **CLEANER (SESSIONS) (15 SESSIONS) (X3 POSTS)**
 Cape Winelands Health District
 Contract till 28 March 2028

SALARY : R86.45 per hour
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment are clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen

	and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery.
<u>ENQUIRIES</u>	: Ms C van Staden Tel No: (023) 348-1350
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Breede Valley Sub-district for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 31 March 2025

DEPARTMENT OF INFRASTRUCTURE

<u>APPLICATIONS</u>	: Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>CLOSING DATE</u>	: 31 March 2025
<u>NOTE</u>	: 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. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

MANAGEMENT ECHELON

<u>POST 10/129</u>	: <u>PROJECT OFFICER: ECONOMIC HUB REF NO: DOI 03/2025</u>
<u>SALARY</u>	: R1 216 824 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	: Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate qualification at NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Legal background and property development experience; Extensive experience in project management and contract management; Appropriate experience in human settlement development and mixed-use developments. Competencies: Extensive knowledge of applicable policies and processes relating to this portfolio which includes Spatial Planning and Land-Use Management Act (SPLUMA), Government Immovable Asset Management Act (GIAMA), Public Finance Management Act (PFMA), Affordable Housing Proven knowledge and understanding of the following: Management principles; Empowerment; Capacity Building; Community facilitation; Service delivery innovation Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Excellent networking and network formation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills (verbal and written); Technical proficiency. Personal Attributes: A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly

changing and pressurised circumstances; The ability to persuade and influence; The ability to deal with a wide variety of external and internal clients.

- DUTIES** : Strategic Capability and Leadership will entail the following: Change Management practices; Translating the vision of the organization into goals; Developing and implementing strategies; Align programmes and operational support; Participate in the strategic planning processes; Monitoring and ensuring compliance with the relevant legislation; Evaluate the performance of the directorate; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Manage the planning and implementation of Public Private Partnership projects; Provide feedback to Senior Management with respect to the relevant stages of the project; Appoint and manage service providers and transactional advisors; Ensure agreements are properly enforced in terms of the relevant regulations; Ensure an efficient and effective oversight and management of all financial aspects and resources; People Management and empowerment.
- ENQUIRIES** : Ms. L Mabuntane Tel No: (021) 483 5788

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 31 March 2025
- NOTE** : 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. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

MANAGEMENT ECHELON

- POST 10/130** : **DIRECTOR: MUNICIPAL CAPACITY BUILDING AND SUPPORT REF NO: LG 15/2025**
- SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised; A minimum of 5 years relevant middle/senior management experience in a local government or related working environment; A valid code driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices relating to this portfolio; Information Systems that aid in the management of knowledge and information; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Performance Management. Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and

	Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Accounting Finance and Audit; Economic, Statistical and Financial Analysis; Legal Administration.
<u>DUTIES</u>	: Strategic Management, advice and guidance in respect of the following functional areas: Provide support to improve municipal service delivery; Monitor compliance with the implementation of the Municipal Property Rates Act; and Municipal Staff Regulations, Coordinate support and training interventions and provide logistical support in aid thereof; Manage the Local Government Grant Committee; Strategic Management; Change Management; People Management and empowerment; Financial Management.
<u>ENQUIRIES</u>	: Dr. S Greyling Tel No: (021) 483 6126
<u>POST 10/131</u>	: <u>DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING</u> <u>REF NO: LG 13/2025</u>
<u>SALARY</u>	: R1 216 824 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	: Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Monitoring and Evaluation or Public Management or related; A minimum of 5 years relevant middle/senior management experience in a monitoring and evaluation or related environment; A valid code B driving licence; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Course or experience in Developmental Local Government, Monitoring and Evaluation or Municipal Strategic Management. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices relating to this portfolio; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; Monitoring and Evaluation legislation, guiding manuals and frameworks; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Policy formation; Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.
<u>DUTIES</u>	: Review and maintain a framework for monitoring all aspects of municipal performance; Manage the process of collection and collation of data; Monitor and evaluate implementation of municipal performance monitoring systems; Assess and analyse data from municipalities to inform support to municipalities; Provide input to national and provincial policy and legislative processes as well as structures regarding performance monitoring of municipalities; Manage the national and provincial municipal excellence awards processes and provide input to the national processes; Provide direction to the components strategic management and give input to the Chief Directorate's strategic planning processes including Municipal ICT and GIS capability; People Management and Empowerment; Financial Management.
<u>ENQUIRIES</u>	: Dr. S Greyling Tel No: (021) 483 6126