

**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

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ENQUIRIES

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NOTE

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POST 10/71

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

SALARY

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

CENTRE REQUIREMENTS

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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 Sibiya 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

POST 10/80 : **BUSINESS ADVISOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/25/30**

SALARY : R376 413 per annum (Level 08)
CENTRE : Gert Sibande District Office, Ermelo
REQUIREMENTS : 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.

DUTIES : 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.

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

POST 10/81 : **BUSINESS ADVISOR: ECONOMIC EMPOWERMENT REF NO: DEDT 2024/25/31**

SALARY : R376 413 per annum (Level 08)
CENTRE : Ehlanzen District Office-Mbombela
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms N Ndala Tel No: (013) 766 4472
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za

POST 10/82 : **TRADE ADVISOR: TRADE AND DEVELOPMENT REF NO: DEDT 2024/25/32**

SALARY : R376 413 per annum (Level 08)
CENTRE : Gert Sibande District Office-Ermelo
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : 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 REQUIREMENTS</u>	:	Victoria Hospital
	:	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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Ms. C Steyn (Cheryl.Steyn@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. 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.
<u>CLOSING DATE</u>	: 31 March 2025
<u>POST 10/112</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Directorate: Cape Winelands Health District
<u>SALARY</u>	: R376 413 annum
<u>CENTRE</u>	: Stellenbosch Hospital
<u>REQUIREMENTS</u>	: 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).
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: 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

	Grade 2: R698 per hour
	Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	: 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
<u>DUTIES</u>	: To render a clinical outpatient service in Paediatric Gastroenterology. To provide outpatient care, including clinical teaching. Administration and management.
<u>ENQUIRIES</u>	: Dr P. Rose Tel No: (021) 938 9570
<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 10/126</u>	: <u>MEDICAL SPECIALIST GRADE1 TO 3 (10 SESSIONS PER WEEK) (SURGERY)</u> Chief Directorate: Metro Health Services (1-Year Contract)
<u>SALARY</u>	: Grade 1: R612 per hour : Grade 2: R698 per hour : Grade 3: R809 per hour
<u>CENTRE REQUIREMENTS</u>	: 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