



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2025

DATE ISSUED 09 MAY 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENT

: **PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF ROADS AND TRANSPORT:**  
Kindly note that the following posts of Chief Artisan Grade A – B (X2 Posts): Roads Maintenance and Fleet Services with Ref No: REFS/022228, Artisan Foreman Grade A-B (X3 Posts): Roads Maintenance and Fleet Services with Ref No: REFS/022226 and Artisan Production Grade A-C (X12 Posts): Roads Maintenance and Fleet Services with Refs No: REFS/022227, advertised in Public Service Vacancy Circular 14 dated 25 April 2025, have been withdrawn.

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT AGRICULTURE AND RURAL DEVELOPMENT**

*Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.*

- APPLICATIONS** : Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen Email: [recruitment@dard.gov.za](mailto:recruitment@dard.gov.za)
- CLOSING DATE** : 23 May 2025
- NOTE** : Applications must be submitted on the new Z83 Application Form [applicable from 1 January 2021], obtainable from any Public Service Department. Only shortlisted candidates will be required to submit transcript of their qualification results, Qualification certificates, driver's license, identity document and a C.V. Shortlisted candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial / asset record check, qualification / study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, 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.

**OTHER POSTS**

- POST 15/212** : **SNR STATE ACCOUNTANT REF NO: SSA/2025**
- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Glen (Revenue, Banking and Debt Management Section)
- REQUIREMENTS** : NQF 6 equivalent. 4-5 years relevant experience.
- DUTIES** : Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service for example: Personnel development. Performance and discipline. Ensure quality of work. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Salaries (Payments, Deductions etc.) Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.) Render a Financial Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Financial. Administration related issues to promote an effective Financial Management environment. Promote effective financial management by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Financial Management practices. Monitor and evaluate Financial Management Policies, procedures and practises. Provide Financial Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to the implementation of Financial Management Policies, procedures and practises. Manage the selection, generation and presentation of financial management information taking into account the strategic and operational management information requirements. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to delegations. (Authorisation should happen on a higher level preferable at level 9). Prepare reports on financial management issues and statistics. Compile monthly reconciliation's i.r.o. PERSAL/ BAS/ PMG – accounts and finalization of outstanding payments / submissions / recommendations.
- ENQUIRIES** : Ms F Claassen at 060 306 0744
- POST 15/213** : **STATE ACCOUNTANT REF NO: SA/2025**
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Glen (Accounting Services)

<b><u>REQUIREMENTS</u></b>	:	NQF 6 or equivalent. LOGIS / BAS Training
<b><u>DUTIES</u></b>	:	To supervise the implementation and maintenance of Financial Management practices concerning Financial Administration processes. Salaries (Payments, Deductions etc.). Tax (payment to SARS, calculation of Tax payable etc.). Debt. Bookkeeping (Clear Ledger accounts, Capture BAS Payments, Journals and Reports). Banking. Revenue (Cashier). Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). To address financial management enquiries to ensure the correct implementation of financial management practices. To verify transactions on LOGIS / BAS/ PERSAL according to delegations. To supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Ms F Claassen at 060 306 0744
<b><u>POST 15/214</u></b>	:	<b><u>SUPPLY CHAIN PRACTITIONER REF NO: SCM/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Glen (Logistics Management)
<b><u>REQUIREMENTS</u></b>	:	NQF 6 or equivalent. LOGIS / BAS Training
<b><u>DUTIES</u></b>	:	To coordinate the implementation and maintenance of Supply Chain Management practices: Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.). Approve transactions on LOGIS / BAS according to delegations. (Authorization should happen on a higher level preferable at ASD or Control level 9). To address supply chain management enquiries to ensure the correct implementation of supply chain management practices. To inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practices and policies. To supervise resources/staff. Perform administrative related functions. Allocate and ensure quality of work: Personnel development. Assess staff performance. Ensure discipline of staff.
<b><u>ENQUIRIES</u></b>	:	Mr T Matshaba at 081 028 3448
<b><u>POST 15/215</u></b>	:	<b><u>RISK PRACTITIONER REF NO: RP/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Glen (Risk Management Services)
<b><u>REQUIREMENTS</u></b>	:	NQF 7 with Risk Management as a major. Valid driver's license.
<b><u>DUTIES</u></b>	:	To assist with the development, maintenance and implementation of risk related documents: Risk Management Strategy, Risk Management Framework, Risk Management Policy statements, Risk Plan and Risk Policy. Facilitate risk identification and assessments through workshops and maintain & update the department's consolidated risk register database. To conduct risk awareness programs. To monitor and review the implementation of the risk management processes through Operational Monitor Report and Report on performance vs Risk Management implementation Plan. To assist with the secretariat duties of the Risk Management Committee. Responsible for the Risk Management Committee minutes and attendance registers. Provide logistical and support services to the Risk Management Committee.
<b><u>ENQUIRIES</u></b>	:	Ms T Crisp at 060 983 8291
<b><u>POST 15/216</u></b>	:	<b><u>ADMINISTRATIVE OFFICER REF NO: AO/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bloemfontein (Veterinary Services) Glen (Auxiliary Services)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. 3-4 years relevant experience.
<b><u>DUTIES</u></b>	:	To render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. To provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). To provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. To provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. To supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<b><u>ENQUIRIES</u></b>	:	Veterinary Services: Dr K Mojapelo at 072 711 1809 Auxiliary Services: Ms D Masiteng at 083 845 2223

<b><u>POST 15/217</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: PA/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Glen (Office of the Chief Financial Officer)
<b><u>REQUIREMENTS</u></b>	:	NQF level 6 (Secretarial). 3-4 years
<b><u>DUTIES</u></b>	:	To provide a secretarial/receptionist service to the Chief Director: Receives telephone calls. Performs advanced typing work. Operates and ensures that the office equipment, eg photocopiers are in good working order. Records the engagements of the Chief Director. Utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance of the matter. Coordinates with and sensitises/advises the Chief Director regarding engagements. Compiles realistic schedules of appointments. To render administrative support services: Ensures the effective flow of information and documents to and from the office of the Chief Director. Ensures the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports, and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Director. Responds to enquiries for the Chief Director and the unit where required. Collects, analysis and collates information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the Chief Director. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the Chief Director and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. To provide support to the Chief Director regarding meetings. Scrutinises documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Chief Director to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. To support the Chief Director with the administration of the Chief Director's budget. Collects and coordinates all the documents that relate to the Chief Director's budget. Assists the Chief Director in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts the Chief Director of possible over- and underspending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the Chief Director and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the Chief Director of changes.
<b><u>ENQUIRIES</u></b>	:	Ms L Mokhatla at 072 320 9486
<b><u>POST 15/218</u></b>	:	<b><u>NETWORK CONTROLLER REF NO: NC/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Glen (Glen College of Agriculture)
<b><u>REQUIREMENTS</u></b>	:	Degree or National Diploma in Information Technology
<b><u>DUTIES</u></b>	:	Implement and installation of ITC equipment, which will include the setup, installation and testing of new equipment. Maintaining ITC equipment and software. Check for Viruses. Implement Security & Firewalls. Identify Hardware problems and Install Update(s) and patches of software. Install and commit connections for the transversal systems (e.g. PERSAL, BAS, LOGIS). Desktop and Technical Support Service in order for users to understand general IT programs and functionality. Network Administration e.g. responsible for upkeep and maintenance of LAN & WAN. Maintaining servers: Execute backups and supporting information. Provide e-mail access and Internet access to ensure effective communication.
<b><u>ENQUIRIES</u></b>	:	Ms S Moshodi at 072 711 3848
<b><u>POST 15/219</u></b>	:	<b><u>DISASTER AND RISK MANAGEMENT OFFICER REF NO: DRMO/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Glen (Disaster and Risk Management Section)
<b><u>REQUIREMENTS</u></b>	:	B Sc Degree in Agriculture (NQF 8). 1 – 2 years' agricultural experience required. Valid driver's license.
<b><u>DUTIES</u></b>	:	Perform Administrative and related functions: Inventory (Soft and hardware). Database of users (to including e-mail and internet accounts). Database of 3G card link to users. Provide support to the establishment of fodder banks for drought mitigation. Keep records of the fodder producing schemes within the province aimed at drought mitigation. Render support and advice to fodder bank centres, farmers and fodder depots for drought prevention, preparedness, mitigation and recovery during and after drought disaster occurrence. Support the implementation of disaster aid programmes. Update a database of farmers assisted during disaster relief initiatives. Render support for the implementation of contingency plans aimed at managing disasters and outbreaks. Collect and collate farmer applications for financial assistance with regard to any prevailing agricultural disasters. Assessment of impact of disasters and participate in the implementation of relief schemes / post disaster recovery. Implement the Early Warning Information systems. Develop and implement capacity building programmes / projects in municipalities and sector departments on matters related to disaster management (e.g. prevention, mitigation, risk

response, etc). Disseminate Early Warning Information through the various modes of communication to all stakeholders. Monitor compliance to the Early Warning information by all stakeholders. Render support on mitigation projects especially linked to fire disasters which include support to the Fire Protection Associations. Render advice to relevant stakeholders on risk prevention via the collection of information and providing early warning advisories. Assess weather and climatic impacts on agricultural related activities. Support the implementation of all Agricultural Disaster Relief Funds. Gather information for financial relief to identified disaster affected stakeholders in accordance with the nature and severity of the disaster. Monitor the impact of the relief assistance to stakeholders. Represent the Department at the relevant Risk and Disaster Management forums. Perform all administrative and related functions. Give inputs towards policy. Keep abreast of latest national and international quality developments, prescripts, and policies procedures. Liaise with all key stakeholders in Early Warning Systems and Disaster Risk Management, e.g. National Agro-meteorological Committee, National and provincial Disaster Advisory Forum, Early Warning Committee as well as Provincial and municipal Disaster Management Centres, etc. Compile and submit relevant reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction.

**ENQUIRIES**

:

Dr M Ramorena at 064 542 5429

**POST 15/220**

:

**ADMINISTRATIVE CLERK REF NO: AC/2025 (X2 POSTS)**

**SALARY**

:

R228 321 per annum (Level 05)

**CENTRE**

:

Glen (Transport Services and Facilities Management)

**REQUIREMENTS**

:

A grade 12 certificate or equivalent. No previous experience required

**DUTIES**

:

Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

**ENQUIRIES**

:

Mr Matlakala at 060 311 0329

**POST 15/221**

:

**DRIVER / MESSENGER REF NO: DM/2025**

**SALARY**

:

R193 359 per annum (Level 04)

**CENTRE**

:

Qwa Qwa

**REQUIREMENTS**

:

Grade 10 or ability to read and write. Valid Driver's license

**DUTIES**

:

To render a clerical support/messenger/ operator service in the relevant office. Collect and deliver documentation and related items in the department and other departments. Copy and send / deliver documents. Assist in the registry with the opening of files and filing of documents. Handle the mail register. Do shredding of documents. Ensure proper asset management of vehicles and equipment. To render driver functions. Drive light and medium moto vehicles to transport passengers and deliver items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribe records and logs books with regard to the vehicle and the goods handled.

**ENQUIRIES**

:

Mr L Moloi at 081 038 2231

**DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS**  
***Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.***

**APPLICATIONS**

:

Quoting the reference number, applications must be sent to [recruitment2@destea.gov.za](mailto:recruitment2@destea.gov.za) or hand delivered at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.

**FOR ATTENTION**

:

Mesdames. K Majafa/ M Parkies

**CLOSING DATE**

:

23 May 2025 at 16:00

**NOTE**

:

Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on

the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and proof of the level of their qualifications after evaluation will be required when shortlisted. E-mailed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of qualifications. Failure to do so will result in your application being disqualified. Kindly take note that the email size limit is 4MB. You are therefore kindly requested to send documents separately, should they exceed the allowed limit.

#### OTHER POST

<b><u>POST 15/222</u></b>	:	<b><u>DEPUTY DIRECTOR: ECONOMIC RESEARCH MANAGEMENT REF NO: DESTEA 01/05/25</u></b>
<b><u>SALARY</u></b>	:	R1 059 103 per annum (Level 12), (an all-inclusive salary package). The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An undergraduate Degree in Economics or related field. 5 years or more experience in an economic development environment of which 3 years should be at the junior management level. Knowledge of all relevant prescripts and legislation regulating economic development. Computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the research undertaken for the department in promoting the evidence based decision-making processes and attainment of set objectives. Monitor research quality to ensure that the outcome and recommendations made are valid/ not questionable. Engage in the network sessions/ meetings with researchers and different stakeholders for capacitation, sharing of best practices and many other research purposes. Develop and review departmental policies and guidelines on economic research in alignment with Provincial and National documents. Partake in the processes of developing departmental strategic plan, operational plan and other administrative plans and reports to enhance departmental governance. Manage the resource of the Sub-Directorate, which include human, asset, and budget resources.
<b><u>ENQUIRIES</u></b>	:	Adv. J Mosia at 078 759 2650

#### DEPARTMENT OF HUMAN SETTLEMENTS

***Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.***

<b><u>APPLICATIONS</u></b>	:	Head: Human Settlements, Human Resource Management Directorate. P.O Box 247, Bloemfontein, 9300 OR Applications that are hand delivered must be brought to the foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building. OR Candidates may apply via email: <a href="mailto:recruit@fshs.gov.za">recruit@fshs.gov.za</a> (on Subject of email kindly specify the rank and reference number of the position you are applying for).
<b><u>CLOSING DATE</u></b>	:	30 May 2025 at Time: 16H00
<b><u>NOTE</u></b>	:	Directions to applicants: Applications must be submitted on the new prescribed form Z.83, obtainable from any Public Service Department or on the internet at <a href="http://www.info.gov.za">http://www.info.gov.za</a> . The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information on the form. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z 83 and the detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should the applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their application. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Applications received after closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their inquiries to the relevant person as indicated in the advertisement. Note: shortlisted candidates will be subject to criminal record check, citizenship verification, financial /asset record check, qualification /study verification and previous employment verification. Faxed or late applications will NOT be accepted. If you are not contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

<b><u>POST 15/223</u></b>	:	<b><u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HS 1/2025</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Applicants must be in possession of a Grade 12 Certificate coupled with a Bachelor's degree or Advanced Diploma in Administration/ Public Management/ Human Resource Management (NQF 7) or equivalent qualification and minimum 5 years' senior management experience in similar environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. A Valid Driver's license. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Individual applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate Knowledge: Public Service Act, Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Skills: Applied strategic thinking, budgeting and financial management. Good analytical skills, people management, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).
<b><u>DUTIES</u></b>	:	Manage Departmental Planning and Performance Management that includes: Manage Service Delivery Improvement Plan and Batho Pele initiative. Manage the performance and development Management of all officials in the department in accordance with the Performance, Development and Management Strategy as approved by the Free State Province. Manage Organizational Development roles to achieve service delivery in the department, Manage Strategic Planning, Monitoring and Evaluation of nonfinancial performance information in accordance with the relevant prescripts. Manage Information Technology for the department. Manage Housing Subsidy Systems for the department. Manage Corporate Communication. Manage Auxiliary Service for the Department. Manage and monitor the implementation of Audit Action Plan on matters affecting the Chief Directorate to ensure the improvement in the audit outcome of the Department. Promote integrated governance in the unit, through alignment of activities relating to: Help desk, Presidential Hotline, National Provincial and MEC Outreach programmes, meetings and National Publications. Manage human resource planning and administration. Manage departmental Labour Relations matters in accordance with the relevant prescripts. Manage the skills development in the Department according to the relevant prescripts. Manage and monitor the implementation of employee health and wellness framework. Compile, submit and present monthly, quarterly and annual Progress Reports on the performance/ activities of the Department and Chief Directorate compiled and submitted to the Head of Department and relevant authorities. Manage and monitor the implementation of Risk Management Framework in the Department which includes identification, mitigation and reporting of risks that impact negatively on the performance of the Department., Manage the budget, human resources and assets of the Chief Directorate effectively and efficiently in accordance with the PFMA.
<b><u>ENQUIRIES</u></b>	:	Mr. N. Ndumo at 082 881 3130
<b><u>POST 15/224</u></b>	:	<b><u>DISTRICT DIRECTOR: FEZILE DABI DISTRICT REF NO: HS 2/2025</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Fezile Dabi District Applicants must be in possession of a Grade 12 Certificate coupled with a Bachelor's degree or Advanced Diploma in Business Administration/ Public Management or Degree in Built environment (NQF 7) or equivalent qualification. Minimum of 5 years' experience at middle managerial level/senior management level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <a href="http://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">http://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . Individual applicants are expected to pay for the course and may enrol for it at

a cost of R 400 .00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's license.

**DUTIES** : Manage the Implementation of Housing programmes and Land Tenure services that includes Manage affordable, Priority and Intervention Programme. Provision of Land Tenure and Informal Settlement and Beneficiary Management. Provide Technical Services and Project Monitoring that includes: the management of all housing projects in the district, monitor all the housing projects for the districts. Manage the Administration services for the district that includes the management of Human Resources for the District, Manage the Financial services for the District, Manage Supply Chain Management issues for the District and Management of Auxiliary services in terms of switchboard and messengers. Manage and handle all external enquiries of the department.

**ENQUIRIES** : Mr. C. Monyela at 066 486 5422

**POST 15/225** : **DIRECTOR: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 3/2025**

**SALARY** : R1 216 824 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.

**CENTRE REQUIREMENTS** : Bloemfontein

: Applicants must be in a possession of a Grade 12 Certificate coupled with a Bachelor's degree or equivalent qualification in the field of Accounting/Finance/Economics/Public Finance with a minimum of 5 years' experience at middle managerial level in relevant environment. Candidate must disclose financial interest, Candidate will be subjected to Compulsory Competency Assessment and technical exercise, Shortlisted Candidate will be subjected security vetting. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link:<http://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>). Individual applicants are expected to pay for the course and may enroll for it at a cost of R 400 .00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate. Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, economic analysis, budgeting, financial analysis and the Basic Accounting System (BAS). Computer Literacy. Valid driver's licence.

**DUTIES** : To strategically advice and assist management and other officials in the department on matters related to budget and financial management. To ensure sound accounting practices in the department. To ensure the maintenance of accurate accounting records in the department. To ensure the successful implementation of a debt management in the department. To ensure the effective and efficient maintenance of a payroll function in the department. To ensure the effective and efficient functioning of the Bank Account of the department. To monitor and advice the CFO and HOD on the optimal implementation of revenue resources. To develop and ensure the effective implementation of Departmental Accounting Policies. To facilitate the compilation of Annual Financial Statements. To plan, manage and co-ordinate all resources in the Directorates. To advice Senior Management, the CFO and the HOD on the compilation of the budget of the Department. To ensure advice, monitor and implement structures on the financial systems. To manage and report on the monthly cash flow of the Department. To ensure that corrective measures are taken to improve budget spending in the department. To evaluate financial information and advice the CFO and the HOD. Manage and handle all external enquiries of the department.

**ENQUIRIES** : Ms. N. Molikoe at 082 668 6610

#### **OTHEER POSTS**

**POST 15/226** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A REF NO: HS 4/2025**

**SALARY** : R879 342 per annum, (OSD), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE REQUIREMENTS** : Thabo Mofutsanyana District

: Applicants must be in a possession of a Grade 12 Certificate coupled with a Degree/National Higher diploma in (Built Environment field) with a minimum of 4 years and six months certified experience. If a candidate has a B-Tech degree (NQF 7) in the built environment or equivalent a



minimum of four (4) years certified managerial experience is required. If a candidate has an honours degree (NQF 8) in built environment or equivalent qualification a minimum of 3 years' experience is required. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, sound analytical and good written and verbal communication skills, knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES** : Manage and co-ordinate all aspects of projects under the supervision of a relevant Manager/Director. Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the relevant Manager. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management, report project progress to relevant Manager. Manage project budget and resources in consultation with relevant Manager, Office administration. Provide inputs to relevant manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the relevant Manager. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilize resources allocated effectively. Research and development, keep up with new technologies and procedures, research/literature on new developments on project management methodologies and liaise with relevant bodies/councils on project management.

**ENQUIRIES** : Mr. M. Mohloki Tel No: (058) 713 0316

**POST 15/227** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER GRADE A REF NO: HS 5/2025**

**SALARY** : R879 342 per annum, (OSD), (an all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, homeowner's allowance and medical aid assistance.

**CENTRE** : Lejweleputswa District  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate coupled with a National Higher diploma in (Built Environment field) with a minimum of 4 years and six months certified experience. If a candidate has a B-Tech degree (NQF 7) in the built environment or equivalent a minimum of four (4) years certified managerial experience is required. If a candidate has an honours degree (NQF 8) in built environment or equivalent qualification a minimum of 3 years' experience is required. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, sound analytical and good written and verbal communication skills, knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES** : Manage and co-ordinate all aspects of projects under the supervision of a relevant Manager/Director. Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the relevant Manager. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management, report project progress to relevant Manager. Manage project budget and resources in consultation with relevant Manager, Office administration. Provide inputs to relevant manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the relevant Manager. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilize resources allocated effectively. Research and development, keep up with new technologies and procedures, research/literature on new developments on project management methodologies and liaise with relevant bodies/councils on project management.

**ENQUIRIES** : Mr. Sebitlo at 082 772 4888

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>

**CLOSING DATE** : 23 May 2025

**NOTE** : In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Only online applications will be considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 792 4851. Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**OTHER POSTS**

**POST 15/228** : **CHIEF ARTISAN GRADE A-B REF NO: REFS/022258 (X2 POSTS)**  
Roads Maintenance and Fleet Services

**SALARY** : R480 261 – R769 920.per annum, (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.

**CENTRE** : Ekurhuleni, Tshwane

**REQUIREMENTS** : An appropriate Electrical Trade Test Certificate. 10 years post qualification experience as an Artisan or Artisan Foreman. Valid driver's license (C1). Knowledge in electrical installation, electrical components, power machines, electrical system equipment and electrical analogues.

**DUTIES** : Manage electrical equipment and workshop/building facilities and related technical services. Ensure that the equipment's are always in proper repaired status, not to impact on productivity. Identify recurring faults and use preventative maintenance systems to fix them. Analyze the nature of breakdowns and apply necessary skills to remedy the situations. Recommend an alternatives measure for particular breakdowns. Analyze all quotations and invoices related to maintenance, repairs and servicing of electrical equipment to align with departmental cost containment. Ensure all repairs are in line with the allocated budget. Ensure the scheduling of daily work is followed and monitored. Manage and monitor the safeguarding of assets in the. Record and document all assets quarterly. Ensure that all unused assets are recorded and clearly marked and protected for any vandalism. Record all assets that are being transferred in or outside the regional office clearly indicate permanent or temporary movement. Manage Risk and OHS at the region. Ensure knowledge and understanding of departmental policies related to your job. Ensuring that every employee in and outside the working area are adhering to safety regulations. Report and attend to any safety related queries in and outside the workshop. Record and report all incidence and accident including injuries immediately. Record and report theft and losses to the relevant authorities in the department immediately. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel.

**ENQUIRIES** : Ms. M. Mashele/ Mr. S. Ngcobo Tel. (011) 355-7082/7043

**POST 15/229** : **ARTISAN FOREMAN GRADE A-B REF NO: REFS/022259 (X3 POSTS)**  
Roads Maintenance and Fleet Services

**SALARY** : R382 047 – R571 089 per annum, (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.

**CENTRE** : Heidelberg, Tshwane, West Rand

**REQUIREMENTS** : An Appropriate Trade Test Certificate in Electrical. Minimum of 5 years post qualification experience as an Artisan. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance, Knowledge in electrical installations. Knowledge in electrical components. Knowledge of power machines. Knowledge of electrical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.

**DUTIES** : Ensure that workshop/ building facilities (Electrical) are tested and comply with safety standards. Ensure certificates of compliance. Ensure safety regulations and procedures are properly posted

in and around workshop/building facilities and are implemented. Ensure electrical components and equipment are clearly labelled and visible to users. Ensure replacement and repair of damaged lights, leakage, loose parts and components. Recommend proper service on the machines and equipment. Monitor and encourage cleanness of machines, equipment's in the regions before and after usage. Produce reports of all equipment's, machines performances. Manage regular inspections of electrical equipment and/or facilities for technical faults and record the faults for repairs. Conduct evaluation and testing of mechanical and electrical repaired equipment's and/or facilities to the required stipulated OEM specifications. Verify plant equipment and/or facilities are serviced according to OEM schedule, if under warranties, or departments standards if out of warranties. Quality assures serviced and maintained equipment and/or facilities and produce report to the supervisor with recommendations. Maintain and advance expertise. Manage resources.

**ENQUIRIES**

: Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043

**POST 15/230**

: **ARTISAN PRODUCTION GRADE A-C REF NO: REFS/022260 (X12 POSTS)**  
Roads Maintenance and Fleet Services

**SALARY**

: R243 597 - R408 048 per annum, (plus benefits). The offer is based on recognition of experience after trade certificate. (Proof of recognized experience will be requested only to the shortlisted candidates).

**CENTRE  
REQUIREMENTS**

: Ekurhuleni, Heidelberg, Tshwane, West Rand, Motsweding, Sedibeng  
: An appropriate electrical trade test certificate and driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations. Knowledge in electrical installation, electrical analogues and components.

**DUTIES**

: Repair and service electrical equipment in the workshop/building and on-site. Diagnose electrical faults on the road infrastructure asset. Repair and service in accordance with departmental specifications and within limits of cost savings. Use the correct and appropriate methods and tools for any kind of job. Render group operations services. Inspect and report lights, leakage, loose parts and components to the supervisor. Advise and monitor the proper usage of parts on lights. Ensure cleanness of machines and equipment at the regions before and after usage. Produce reports of all equipment and tools usage on site. Apply and define techniques to enhance quality in accordance with the departmental standards. Maintain electrical equipment and workshop/building facilities. Inspect equipment and/or workshop facilities for technical faults before usage. Record and report any defects to the supervisor. Repair equipment and workshop facilities according to standards and specifications as instructed by supervisor. Service equipment and/or workshop facilities according to schedule. Perform administrative and related functions. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Maintain expertise.

**ENQUIRIES**

: Ms. M. Mashele/ Mr. S. Ngcobo/ Tel No: (011) 355-7082/7043

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

<b><u>APPLICATIONS</u></b>	:	With the implementation of the on-line recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways: (a) via the S'thesha Waya Waya - KZN Online recruitment portal at ( <a href="https://www.eservices.gov.za">https://www.eservices.gov.za</a> ) (b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag, X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
<b><u>FOR ATTENTION</u></b>	:	Ms. S.S Ngcobo
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts For SMS posts following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools prior to submitting a recommendation for appointment to the Executive Authority. Prior to appointment, a candidate will be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services which is an online course offered by the National School of Government (NSG). The course is under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . The successful candidate will be required to complete such prior to appointment. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

**OTHER POSTS**

<b><u>POST 15/231</u></b>	:	<b><u>OFFICE MANAGER: OFFICE OF THE HEAD OF DEPARTMENT REF NO: CSL15/2025</u></b> This is a re-advertisement of post number CSL05/2024. Applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered
<b><u>SALARY</u></b>	:	R896 436 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pietermaritzburg A Degree or National Diploma (NQF level 6) or higher in Public Administration or Office Administration with a minimum of 3 years junior management experience. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of public service regulations, PFMA, Public service regulations, Knowledge of Project Management, Communication skills, Project management skills, Report writing skills, Financial Management skills.
<b><u>DUTIES</u></b>	:	To provide administrative support to the Head of Department. Manage resources in the office of the Head of Department. Coordinate, manage and quality control information and communication between the Department, HOD and the Office of the Premier. Coordinate and provide secretarial services to the departmental meetings. Source information required by the Head of Department.
<b><u>ENQUIRIES</u></b>	:	Ms. G.P Xaba Makhetha Tel No: (033) 341 9300
<b><u>POST 15/232</u></b>	:	<b><u>ASSISTANT DIRECTOR: CRIME PREVENTION AND PARTNERSHIPS: DURBAN NORTH REF NO: CSL16/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification, together with a minimum of 3 years appropriate experience in crime prevention and a valid driver's license. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution, Public Service Act and Regulations, PFMA, Civilian Oversight Act, SAPS Act, Knowledge of Domestic Violence Act, Project Management, Crime Prevention Policies, Communication skills, Project management skills, Report writing skills, Computer skills, Financial Management skills, Conflict Resolution skills.

<b><u>DUTIES</u></b>	:	The successful candidate will be required to promote community police relations and community safety structures and implement safety models and initiatives for the district. Facilitate the establishment and maintenance of community policing forums, community safety forums and community crime prevention partnerships and associations. Implement community safety models and initiatives in the district. Strengthen partnership with the Civil Society Organisations in the prevention and management of crime prevention in the district. Coordinate inter-departmental partnerships to implement interventions in policing priorities.
<b><u>ENQUIRIES</u></b>	:	Durban North District – Ms. Z. Mlata Tel No: (031) 368 1245
<b><u>POST 15/233</u></b>	:	<b><u>ASSISTANT DIRECTOR: COURT WATCHING AND DOCKET AUDITING – ETHEKWINI</u></b> <b><u>REGION REF NO: CSL17/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pinetown
<b><u>REQUIREMENTS</u></b>	:	The ideal candidate must be in possession of 3-year National Diploma (NQF level 6) or higher in Law/ LLB/ B.Proc/ B.Juris/ Police or Social Science or Criminology together with a minimum of 3-year appropriate experience in prosecution or criminal investigation or monitoring and evaluation together with a valid driver's license. Applicants must be prepared to work extended hours. Knowledge Constitution, Criminal Law, Law of Evidence, Criminal Procedure Act, Criminal Justice System, Public Service Act and Regulations, PFMA, Civilian Secretariat for Police Act, SAPS Act, Domestic Violence Act, Policing Policies, Procedures and Standing Orders. Criminal Investigation/Prosecution, Communication, Project management, Report writing, Financial Management, Conflict Resolution.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to conduct dockets and case monitoring in all police stations within eThekweni metro. Monitor and evaluate the implementation of policing policies and directives, with specific reference to docket and case monitoring, by police stations in the district. Monitor and evaluate the service delivery of police stations and clusters in the district, with emphasis to processing of dockets and cases. Address complaints against police stations in the district by carefully scrutinizing dockets and cases. Develop and review district police oversight arrangements and community relations to properly respond to the needs of the community. Develop and maintain partnerships in police oversight with relevant organisations within the district.
<b><u>ENQUIRIES</u></b>	:	Mr. R.L Goniwe Tel No: (033) 341 9300

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

<b><u>APPLICATIONS</u></b>	:	Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 or apply online using <a href="https://www.eservices.gov.za">https://www.eservices.gov.za</a> (Sthesha Waya Waya).S
<b><u>FOR ATTENTION</u></b>	:	Mrs PN Mkhize
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>NOTE</u></b>	:	Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for successful candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome. The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address.

## OTHER POST

<b>POST 15/234</b>	:	<b><u>ASSISTANT DIRECTOR: PERSAL CONTROLLER REF NO: DSD01/04/2025HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Qualifications: National Diploma/ Bachelor's Degree (NQF Level 7) in Human Resource Management/Personnel Management / Public Administration/ Public Management. PERSAL Controllers certificate. A valid driver's license. Minimum of 3 - 5 years' experience in Human Resource Administration. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, PERSAL procedures, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employment Equity Act, Employee Performance Management and Development System. Skills: Communication, Report writing, Leadership, Computer literacy, Interpersonal relations, Problem solving, Time management, Project management, Negotiation, Financial management, Planning, Organizing, Research, Analytical thinking, Driving.
<b><u>DUTIES</u></b>	:	Control PERSAL system. Ensure the maintenance of the register for PERSAL user profiles. Provide PERSAL training. Administer a help desk facility. Provide Biometric Access Control. Provide advice, guidance and input to policies. Manage resources of the Division.
<b><u>ENQUIRIES</u></b>	:	Mr M Apps Tel No: (033) 264 2077

## DEPARTMENT OF TRANSPORT

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

<b><u>APPLICATIONS</u></b>	:	Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> . Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> . Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed. Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
<b><u>CLOSING DATE</u></b>	:	23 May 2025 (at 16h00). Applications received after the closing date and time will not be considered.
<b><u>NOTE</u></b>	:	Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> ). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, 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. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

#### OTHER POSTS

- POST 15/235** : **ASSISTANT DIRECTOR: PUBLIC RELATIONS REF NO: DOT 334/2025**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
**REQUIREMENTS** : An undergraduate qualification in Public Relations / Journalism / Marketing / Event Management (NQF Level 6 or higher); plus A minimum of 3 years supervisory experience in a communications environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of the KZN DOT programmes. Good communication and interpersonal skills supported by knowledge of the Department and an understanding of current transport issues and government policies. Good knowledge of Public Relations and Events Management. Proficiency in at least (two) 2 official languages, of which isiZulu will be an advantage. Strategic planning and co-ordination skills. Excellent communication skills (verbal, written and networking). Motivational/Leadership skills. Computer Literacy. Ability to manage electronic dissemination of information. Good writing, editing and verbal skills. Good interpersonal relations skills. The ideal candidate should be timeous, accurate, be able to pay attention to detail, have the ability to work independently and under pressure according to strict deadlines and be efficient.
- DUTIES** : Ensure organization of special events such as conferences, launches, festivals and other departmental functions and other gatherings. Ensure effective and effective public relations services during departmental events and create a platform for public interaction and participation. Develop and implement effective promotion of departmental events through mobilization by print or electronic media (print and radio adverts). Ensure the promotion of synergy and co-operation of events through exchange of information amongst the various Directorates /components within the Department. Ensure communication/administrative duties are carried out effectively within the component. Exercise control over staff within the component.
- ENQUIRIES** : Mr N Sibiya at 082 375 4742  
**FOR ATTENTION** : Mr B Hornsby  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).
- POST 15/236** : **ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DOT 335/2025**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
**REQUIREMENTS** : An Undergraduate qualification in Public Relations / Journalism / Marketing (NQF Level 6); plus A minimum of 3 years' supervisory experience in Communications; plus A valid drivers licence (minimum code B). Knowledge, Skills and Competencies Required: Understanding of Public Service and Departmental policies, research, analysis, objective and development. Knowledge of governing media, marketing, advertising and desktop publishing. Knowledge of journalism and media operations. Knowledge of planning and organising. Computer Literacy. Clear conceptual understanding of transformation (change management) and Affirmative Action. Presentation, organizational and research skills. Analytical skills, leadership and reporting writing skills. Communication, conflict management and driving skills. Listening, analytical thinking, Interpersonal relations and strategic planning skills. Financial management, time management and problem solving skills. Change management skills. Self-disciplined and able to work under pressure with minimum supervision. Project management, people management skills and relationship management. Decision making, facilitation and risk management skills. Strategic direction and Project planning skills. The ideal candidate should be approachable, team orientated and receptive to suggestions and ideas.
- DUTIES** : Develop media statements on departmental programmes and activities. Monitor media coverage and provide responses. Co-ordinate media briefings and press conferences. Provide access to information (content gathering, production and dissemination). Co-ordinate the development and implementation of policies. Manage the effective utilisation of resources.
- ENQUIRIES** : Mr N Sibiya at 082 375 4742  
**APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate,

Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**FOR ATTENTION  
NOTE**

: Mr B Hornsby  
: It is the intention of this Department to consider equity targets when filling this position.

**POST 15/237**

: **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT AND OFFICE SERVICES REF NO: DOT 336/2025 (X3 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus 3 years clerical / administrative fleet management working experience; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, Policies and Procedures. Knowledge of National Road Traffic Act. Understanding of Fleet Management Policies and Procedures. Understanding of Public Service and Departmental Policies. Understanding of Departmental strategies and related operational plans. Computer literacy. Problem solving skills. Good communication skills. Ability to manage multiple responsibilities simultaneously. Report writing skills. Interpersonal relation skills. Numeracy skills. Time management skills. Decision making skills. The ideal candidate must show willingness to learn, be able to work independently and be a team player. He/ She must also be honest, show integrity, be service orientated and must also show willingness to work under pressure.

**DUTIES**

: Ensure control and maintenance of the Head Office fleet. Ensure that administrative duties are carried out effectively. Oversee the verification, investigation and processing of Fleet Exception reports. Ensure the proper completion and scrutiny of all records and returns concerning transport i.e logbooks completed on a monthly basis. Supervise staff and provide training to Local Transport Officers in respect of official transport.

**ENQUIRIES  
FOR ATTENTION  
APPLICATIONS**

: Mr J Ncube Tel No: (033) 355 8619  
: Mr B Hornsby  
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

**NOTE**

: It is the intention of this Department to consider equity targets when filling these positions.

**POST 15/238**

: **ADMINISTRATIVE OFFICER: AGENCY SUPPORT SERVICES REF NO: DOT 337/2025**  
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
: Motor Transport Services, Pietermaritzburg  
: A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years Natis experience; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Extensive knowledge of the National Road Traffic Act (Act No 93 of 1996) and its relevant Regulations and all amended Regulations. Knowledge and the ability to apply the new Public Service Regulations and Labour Relations Act. Knowledge of the Basic Conditions of Employment Act, Employment Equity Act, Skills Audit & Development Act, Public Service Act. Extensive knowledge of the eNaTIS and its application in terms of the National Road Traffic Act, Public Finance Management Act and relevant Treasury Regulations. Knowledge of internal procedures (circulars). Knowledge of Public Service reporting procedures. Ability to apply and interpret policies and procedures. Problem solving and decision-making skills. Report writing and formulation skills. Good interpersonal and negotiation skills. Ability to deal with a variation of functions at any given time without losing control. Ability to inspire and motivate trainees. Analytical and spontaneous thinking skills. Good communication skills. Organizational / Supervisory skills. Skills in the presentation and facilitation of training courses and lectures. The ideal candidate should be able to work independently, be honest and loyal, conscientious and friendly, trustworthy and reliable and have an innovative and pragmatic disposition. He/she should also be able to work under pressure and overtime, be able to motivate and inspire others, be a team player and amenable to suggestions, responsible and committed to promoting service delivery.

**DUTIES**

: Provide in-depth and extensive training annually for NaTIS users in the Province of KZN at the registering authorities. Ensure the proper application of relevant motor vehicle registration and licensing forms and balancing of face value documents. Ensure accurate dissemination of information and application of relevant Road Traffic Legislation, procedures/policies, new software releases, the NaTIS etc. Monitor progress and identify problem areas at the Registering Authorities/Agencies in KZN as well as conducting appropriate follow up visits on training. Ensure an acceptable standard of service delivery in terms of Motor Licensing Commission Charter/Batho Pele Principles/Good Governance. Perform auxiliary duties at the registering authorities.

**ENQUIRIES**

: Mr M Mdlalose Tel No: (033) 395 1985



<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling this position.
<b><u>POST 15/239</u></b>	:	<b><u>ADMINISTRATIVE CLERK (PRODUCTION): TRAFFIC LAW ADMINISTRATION REF NO: DOT 338/2025 (X2 POSTS)</u></b>
		Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05)
	:	Cost Centre, Newcastle: Ladysmith Region
	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Basic knowledge of the following as pertaining to the Motor Licensing Bureau: eNatis, Road Traffic Act 93 of 1996, Public Service Act and Regulations, Public Service Code of Conduct, Good Governance principles, Service Delivery, Batho Pele principles and adherence to commitment charter. Communication skills. Computer literacy. Good human relations skills. Ability to accurately handle cash and other methods of payments. Basic accounting skills. Innovative thinking skills.
<b><u>DUTIES</u></b>	:	Provide administrative support, detailed verification of the documentation submitted on application for the registration and licensing of motor vehicles to ensure that all aspects are valid and correct. Collection, receipting and banking of all State revenue. Verify all face value transactions executed, ensure compliance with prescribed legislation and administer and maintain a comprehensive stock inventory and assets control register. Provide support for the public counter through online transactions as well as the preparing and retrieval of documentation.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms G Majosi Tel No: (034) 318 8600
	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 15/240</u></b>	:	<b><u>HUMAN RESOURCE CLERK (PRODUCTION): HUMAN RESOURCE MANAGEMENT (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05)
	:	Cost Centre, Eshowe Ref No: DOT 339/2025 (X3 Posts)
	:	Cost Centre, Ulundi Ref No: DOT 340/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word, MS Excel, MS Access and E-mail. Knowledge of Human Resource Management policies, procedures, prescripts and regulations. Knowledge of how to keep and maintain Acts. Knowledge of channels of communication. Knowledge of filing system and National Archives Act 43 of 1996. Knowledge of records management and registry procedures. Organizational, decision making and problem solving skills. Verbal and written communication skills. Ability to interpret directives, policies and regulations. Ability to prioritize work. Ability to operate a PC. Ability to communicate with various role players. Problem solving skills. Ability to file correctly. Ability to maintain a strict level of confidentiality. The ideal candidate should have the ability to maintain strict confidentiality, be teamwork orientated and an innovative thinker. He/she should also have initiative, be responsible and courteous.
<b><u>DUTIES</u></b>	:	Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Cost Centre. Provide a support service in respect of the control, custody and care of human resource records and archives. Render a support and advisory service to the Cost Centre staff in respect of general benefits, housing, leave matters, Employee Performance Management and Development System, rank and salary related matters and capturing of PERSAL transactions. Provide administrative support and process all documentation required for PILIR, exits from service at the Cost Centre. Perform all HR duties related to Zibambele Contractors.
<b><u>ENQUIRIES</u></b>	:	Ms NP Khaile Cost Centre, Eshowe Tel No: (035) 474 2031
	:	Ms NG Nxumalo Cost Centre, Ulundi Tel No: (035) 879 8120
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby

<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling these positions.
<b><u>POST 15/241</u></b>	:	<b><u>HUMAN RESOURCE CLERK (PRODUCTION) REF NO: DOT 341/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Regional Office, Empangeni
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4, plus A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of PERSAL, MS Word, excel, Access and E-mail. Knowledge of Human Resource Management, policies, procedures, prescripts and regulations. Keep and maintain Act. Knowledge of channels of communication. Knowledge of filing system and National Archives Act 43 of 1996. Knowledge of record Management and registry procedure. Organisational, decision-making and problem-solving skills. Verbal and written communication skills. Ability to interpret directives, policies and regulations. Ability to prioritize the work. Ability to operate a PC. Ability to communicate with various role players. Ability to file correctly. Ability to maintain a strict level of confidentiality. The ideal candidate should be team work orientated, innovative thinker, responsible, courteous and maintain a strict level of confidentiality.
<b><u>DUTIES</u></b>	:	Provide a support and advisory service in respect of the advertising and filling of vacant posts for the Region. Provide a support and advisory service in respect of the control, custody and care of human resource records and archives. Render a support and advisory service to Regional / Cost Centre staff in respect of general benefits, IOD, housing, leave matters, Performance Management and development system, rank and salary related matters and capturing of PERSAL transactions. Provide administrative support and process all documentation required for PILIR, exits from service for the Regional Office.
<b><u>ENQUIRIES</u></b>	:	Ms GS Dlamini Tel No: (035) 787 1442
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at <a href="http://www.kznonline.gov.za/kznjobs">www.kznonline.gov.za/kznjobs</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr B Hornsby
<b><u>NOTE</u></b>	:	It is the intention of this Department to consider equity targets when filling this position.

**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.*

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	23 May 2025 @ 16h00
<b><u>NOTE</u></b>	:	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), <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . 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 if you are not currently employed in the public service. 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 she/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. 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.

**OTHER POSTS**

<b><u>POST 15/242</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DEDT 2025/26/04</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), all-inclusive salary package
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognized undergraduate NQF Level 07 in Public Administration/Public Affairs/Public Management/ Monitoring and Evaluation or relevant qualification. A minimum (3) years of functional work experience and should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement frameworks. Understanding of project management and financial management. In-depth knowledge and understanding of: Legislation governing planning and reporting. Data Collection. Analysis and report writing. Research methodology. Strategic Planning Processes. Ability to develop and apply policies. Sound organizing, planning and excellent communication skills. Ability to work under pressure and long hours.
<b><u>DUTIES</u></b>	:	Facilitate and coordinate operational and strategic planning processes. Facilitate the development of a Strategic Plan and Annual Performance Plan. Coordinate the development of the departmental Annual Operational Plan. Update the quarterly performance reporting system and prepare quarterly performance reports presentations. Update MTDP reports, prepare Annual Reports, Handover Reports, Mid-Term Assessment Reports, and End-Term Assessment Reports. Update and monitor the implementation of the Strategic Planning and Reporting Directorate's Annual Operational Plan, including audit and risk action plans. Liaise with entities for integrated reporting. Develop compliance matrix. Develop reporting templates as per the approved plans. Coordinate quarterly/annual reviews.
<b><u>ENQUIRIES</u></b>	:	Mr. SJ Xaba Tel No: (013) 766 4146

<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:recruitmentdedt2@mpg.gov.za">recruitmentdedt2@mpg.gov.za</a>
<b><u>POST 15/243</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/26/05</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), all-inclusive salary package
<b><u>CENTRE</u></b>	:	Head Office, Mbombela
<b><u>REQUIREMENTS</u></b>	:	An appropriate SAQA recognized undergraduate NQF level 7 qualification in B Com- Economics/ B Com-Business Management or relevant qualification with Relevant work experience at junior management level of a minimum of 3 years (Assistant Director). An in-depth understanding of MSMEs development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at competent levels: 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.
<b><u>DUTIES</u></b>	:	Assist to develop a provincial MSMEs strategy and play an active role in ensuring that the strategy is implemented. Participate in the identification of small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Assist to build strategic partnerships that provide for innovative and an integrated approach in advancing the competitiveness of MSMEs and Co-operatives. Facilitate and support the establishment of Cooperatives. Facilitate access to funding and market networks for MSMEs. Assist to facilitate engagements with regional and national economic development agencies. Ensure the facilitation of access and linkages to markets for MSMEs and Cooperatives. Manage the coordination of financial and non-financial support. Manage human and financial resources of the Sub-directorate. Managing the performance of staff to advance the objectives of the Department. Guiding, coaching, and developing staff and adhering to relevant policies and procedure. Manage all governance related matters of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. SJ Xaba Tel No: (013) 766 4146
<b><u>APPLICATIONS</u></b>	:	Email application to: <a href="mailto:recruitmentdedt2@mpg.gov.za">recruitmentdedt2@mpg.gov.za</a>
<b><u>POST 15/244</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DEDT 2025/26/06</u></b>
<b><u>SALARY</u></b>	:	R586 956 - R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Head Office: Mbombela
<b><u>REQUIREMENTS</u></b>	:	A three/four-year legal qualification i.e. B. Juris/B. Proc/ LLB. Admission as an Attorney or Advocate. At least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate and Render legal advisory services on diverse legal issues to the MEC, the HOD and officials of the Department. Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result. Manage litigation instituted by and against the Department, Conduct Legislative review, drafting of Bills, subordinate legislation and regulations. Provide legal support, advice, drafting and vetting of contracts.
<b><u>ENQUIRIES</u></b>	:	Ms. LP Mabaso Tel No: (013) 766 4424
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:recruitmentdedt3@mpg.gov.za">recruitmentdedt3@mpg.gov.za</a>
<b><u>POST 15/245</u></b>	:	<b><u>RECEPTIONIST REF NO: DEDT 2025/26/07</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Gert Sibande District: Ermelo
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, an appropriate SAQA recognized NQF level 4 qualification in Office Management. Must be prepared to work autonomously and under pressure. Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential. The

applicant must have the following skills problem solving, communication, computer literacy, customer orientation.

**DUTIES**

: Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls. Maintain the telephone directory for the District Office, maintain relevant files. Receive and re-reroute incoming mail and packages. Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in. Maintain the cleanliness and order of the reception area.

**APPLICATIONS**

: Email to [recruitmentdedt4@mpg.gov.za](mailto:recruitmentdedt4@mpg.gov.za)

**ENQUIRIES**

: Ms. FP Sibiya Tel No: (013) 766 4490

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF HEALTH**

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

**CLOSING DATE** : 23 May 2025

**NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

**OTHER POSTS**

**POST 15/246** : **ELECTRICAL ENGINEER REF NO: NCDOH 63/2025 (X2 POSTS)**

**SALARY** : R879 342 per annum, (salary will be based on the years of experience post registration as a Professional Engineer with ECSA)

**CENTRE** : Provincial Office, Kimberley

**REQUIREMENTS** : Degree in Engineering, Registered as a Professional Engineer with ECSA (Electrical Engineer), 3 (three) years' experience post qualification in Engineering, A valid driver's Licence, Computer literacy.

**DUTIES** : To assist to manage the delivery of the infrastructure-built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy in the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the reports and designs. Assist to manage the interface between the end – user/community structures and Implementing Agent/s

**ENQUIRIES** : Mr X. Mpelekana Tel No: (053) 8302 1177

**APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za)

**POST 15/247** : **MECHANICAL ENGINEER REF NO: NCDOH 64/2025 (X2 POSTS)**

**SALARY** : R879 342 per annum, (salary will be based on years of experience post registration as a Professional Engineer with ECSA)

**CENTRE** : Provincial Office, Kimberley

**REQUIREMENTS** : Degree in Engineering. Registered as a Professional Engineer with ECSA (Mechanical Engineer). Three years' experience post qualification. A valid Driver's Licence. Computer Literate.

**DUTIES** : To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS). Prepare the construction of procurement strategy and the Programme Management Plan. Prepare and /or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Management Plan. Monitor the implementation of programmes/projects. Approve project stage reports and designs. Manage the interface between end user/community structures and implanting agent/s.

**ENQUIRIES** : Mr X. Mpelekana Tel No: (053) 8302 1177

**APPLICATIONS** : Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at [nchealthhr@ncpg.gov.za](mailto:nchealthhr@ncpg.gov.za)

<b><u>POST 15/248</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGER REF NO: NCDOH 65/2025 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R879 342 per annum, (salary will be based on years of experience post registration as a Professional Construction Manager)
<b><u>CENTRE</u></b>	:	Provincial Office, Kimberley
<b><u>REQUIREMENTS</u></b>	:	Degree in the Built Environment. Registered as a Professional Construction Project Manager with SACPCMP is compulsory, (4 (four) years and 6 (six) months certified experience). A valid Driver's Licence. Computer Literacy.
<b><u>DUTIES</u></b>	:	To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s
<b><u>ENQUIRIES</u></b>	:	Mr X. Mpelekana Tel No: (053) 8302 1177
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>POST 15/249</u></b>	:	<b><u>CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: NCDOH 66/2025 (X1 POST)</u></b> (Contract post aligned to the Public Service Amended Regulations 2023)
<b><u>SALARY</u></b>	:	R761 157 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Kimberley
<b><u>REQUIREMENTS</u></b>	:	An Honors Degree in the Built Environment Field of Study, B Tech qualification in the Built Environment with a minimum of one year experience, A National Higher Diploma in the build environment with a minimum of Eighteen months experience, A National Diploma in the build environment with a minimum of two years' experience. Registered as a Candidate Construction Project Manager with SACPCMP is compulsory. A valid Driver's Licence. Computer Literacy.
<b><u>DUTIES</u></b>	:	To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Assist prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the implementation of programmes/Projects. Make inputs to different Project Stage reports and designs. Assist to manage the interface between the end- user/ community structures and implementing Agent/s
<b><u>ENQUIRIES</u></b>	:	Mr X. Mpelekana Tel No: (053) 8302 1177
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>
<b><u>POST 15/250</u></b>	:	<b><u>QUANTITY SURVEYOR PRODUCTION GRADE A,B,C REF NO: NCDOH 67/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R761 157 per annum, (salary will be based on the years of experience post registration as a Professional Quantity Surveyor)
<b><u>CENTRE</u></b>	:	Provincial Office, Kimberley
<b><u>REQUIREMENTS</u></b>	:	Degree in Quantity Surveying or Relevant Qualification. Three years post qualification Quantity Survey Experience Required. Compulsory Registration with SACQSP as a Professional Quantity Surveyour. Valid Driver's Licence.
<b><u>DUTIES</u></b>	:	To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS. Assist to prepare the construction procurement strategy in the Infrastructure Programme Management Plan. Assist to prepare Packages/Individual Project Briefs. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Assist to monitor the reports and designs. Assist to manage the interface between the end – user/community structures and Implementing Agent/s. Undertake Research.
<b><u>ENQUIRIES</u></b>	:	Mr X. Mpelekana Tel No: (053) 8302 1177
<b><u>APPLICATIONS</u></b>	:	Please note applications can be hand delivered to the front reception of James Exum Building or E-Mailed at <a href="mailto:nchealthhr@ncpg.gov.za">nchealthhr@ncpg.gov.za</a>

**PROVINCIAL ADMINISTRATION: NORTH WEST  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

***This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.***

<b><u>APPLICATIONS</u></b>	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, or email to <a href="mailto:CSTMrecruitment@nwp.gov.za">CSTMrecruitment@nwp.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Kegomoditswe Makaota Tel No: (018) 200 8258
<b><u>CLOSING DATE</u></b>	:	23 May 2025 at 15H30
<b><u>NOTE</u></b>	:	Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Parts B: All fields except date of birth and ID number. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. 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 selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . The appointee to SMS post must be in possession of such, prior to taking up the post.

**MANAGEMENT ECHELON**

<b><u>POST 15/251</u></b>	:	<b><u>DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 1/2025/26</u></b> Directorate: Information Communication Technology
<b><u>SALARY</u></b>	:	R1 216 824.per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. A relevant (NQF level 7) qualification in Computer Science or Information Technology as recognised by SAQA coupled with five (5) years' experience at middle/senior management level (SL11/12) within the ICT environment. A valid driver's license. Knowledge:



Knowledge of current technologies and current products used in the industry. Understanding of computer systems (Hardware/Software) and networks. Knowledge of government prescripts. Knowledge of Public Financial Management Act, Research and Policy Coordination. Skills: Presentation skills, Planning and Organizing Skills, Presentation Skills, Communication Skills (Verbal and Written), Analytical thinking, Research. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES** : Provide a strategic direction to the department with regard to information communication and technology environment. Manage the provision of Information Technology (IT) infrastructure Planning and Business Application Support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records. Manage and provide ICT project monitoring and reporting. Manage backup and restore for systems, applications and database. Manage and oversee all ICT security standards. Develop effective system of managing information for the Department. Manage ICT risks and regulatory compliance for the department. Oversee the development and implementation of appropriate ICT policies and guidelines. Manage the implementation of strategies regarding system integration.

**ENQUIRIES** : Ms T Leteane Tel No: (018) 200 8056/55  
**NOTE** : Male candidates are encouraged to apply

**POST 15/252** : **DIRECTOR: LEGAL SERVICES REF NO: 02/2025/26**  
 Directorate: Legal Services  
 NB: This is a re-advertisement: candidates who previously applied are encouraged to re-apply

**SALARY** : R1 216 824 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE** : Head Office- Mahikeng  
**REQUIREMENTS** : Grade 12 Certificate. An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior management level (SL11/12) in Legal Services. Computer Literacy. A valid driver's license. Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Skills: Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

**DUTIES** : Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

**ENQUIRIES** : Ms. T. Leteane Tel No: (018) 200 8056/55  
**NOTE** : Female candidates are encouraged to apply

<b><u>POST 15/253</u></b>	:	<b><u>DIRECTOR: TRANSPORT PLANNING REF NO: 03/2025/26</u></b> Directorate: Transport Planning
<b><u>SALARY</u></b>	:	R1 216 824.per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<b><u>CENTRE</u></b>	:	Head Office- Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. A relevant qualification at NQF level 7 in Transport Management, Transport Economics or Transport Logistics as recognised by SAQA coupled with five (5) years' experience at middle/senior management level (SL11/12) within the Transport Environment. A valid driver's license. Computer Literacy. Project Management and Policy formulation will a strong recommendation. Knowledge: Knowledge of relevant legislation, policies and strategies. Knowledge of Public Service Act, Rules and Regulations. Knowledge of Public Finance Management Act. Be able to demonstrate sufficient knowledge of public and freight transport operations in the North West Province and Policy Development. Skills: Ability to work independently and under pressure Verbal and written communication skills at a high level. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Willingness to travel and work irregular hours. Have the ability to generate new ideas and improve where circumstances require. Be able to formulate, write reports and communicate at the highest level. Must have good interpersonal skills and be able to maintain positive interpersonal relations and be able to work as part of team and as an individual.
<b><u>DUTIES</u></b>	:	Manage personnel of the Directorate and provide effective guidance on implementation of government policies and regulations. Manage the implementation of National Transport Policy, National Land Transport Acts and Strategies. Manage the development and the implementation of Provincial Transport Policy, Legislations, Strategies and coordination of Transport Planning processes of all modes of transport. Manage the coordination of transport initiatives at municipal level. Contribute to National Policy Framework for the Transport Sector. Manage and review application for Integrated Plans of municipalities and make final recommendations. Perform oversight over transport governance structures and usage of inland waterways transportation. Provide strategic leadership.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Rantao Tel No: (018) 200 8030
<b><u>NOTE</u></b>	:	Male candidates are encouraged to apply

#### **DEPARTMENT OF HEALTH**

***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.***

<b><u>APPLICATIONS</u></b>	:	Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X2068, Mmabatho, 2735, must be forwarded to: <a href="mailto:Healthjobs@nwpg.gov.za">Healthjobs@nwpg.gov.za</a> or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng.
<b><u>FOR ATTENTION</u></b>	:	Ms K Monne, Provincial Office
<b><u>NOTE</u></b>	:	The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualify. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The

successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

#### MANAGEMENT ECHELON

<b><u>POST 15/254</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: DISTRICT HEALTH SERVICES REF NO: 02/2025/01</u></b>
<b><u>SALARY</u></b>	:	R1 741 770 per annum, (all-inclusive SMS package)
<b><u>CENTRE</u></b>	:	Provincial Office - Mahikeng
<b><u>REQUIREMENTS</u></b>	:	An under-graduate qualification. Post-Graduate (NQF level 8) qualifications in management. Eight (8) years of experience at a senior managerial level. Three (3) years' experience in the District Health Services or Health Programme Environment will be an added advantage. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (submitted prior to appointment). Computer literacy. A valid driver's license. competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management; service delivery innovation; problem solving and analysis; conflict management, client orientation and customer care and communication. Knowledge and understanding of District Health Services including Primary Health Care, Health Programme and District Hospital Services.
<b><u>DUTIES</u></b>	:	Provide the necessary leadership and direction in respect of the following district health services: Development and implementation of strategic plans, annual performance plans and operational plans relating to the scope of this post. Planning for and implementation of provincial ideal clinics and ideal hospitals. Compilation and implementation of service delivery improvement plans. Compilation of quarterly and annual performance reports as per relevant prescripts. Implementation of recruitment and retention strategy pertaining to scarce skills. Effective and efficient management of resources. Effective stakeholders and client relationship management. Development and implementation of an effective resourcing plan. Development of service delivery initiatives and partnerships with civil society formations and private sector. Development and implementation of infrastructure and medical equipment preventative maintenance plan. Ensure compliance with all relevant acts, regulations, policies and directives. Facilitating establishment and functionality of varied fora geared at engendering effective coordination, communication and sustainable delivery of quality services. Development and implementation of service delivery innovation mechanisms aimed at ensuring continuous excellence in the delivery of district health services and health programmes.
<b><u>ENQUIRIES</u></b>	:	Dr M thogane Tel No: (018) 391 4182
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/255</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: 02/2025/02</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum, (all-inclusive SMS package)
<b><u>CENTRE</u></b>	:	Provincial Office - Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Bachelor's in the Built Environment (NQF level 7). A valid driver's Licence. 6 – 8 years post-qualification experience in public sector management and/ or related management experience in the delivery and oversight of infrastructure Project/ programmes of which Five (5) years' experience must be at Middle Management level/ Senior Management Level. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (submitted prior to appointment). Professional Registration with any of the Built Environment Council will be an added advantage. Competencies: strategic capability and leadership; people management and empowerment; programme and project management; financial management; change management; knowledge management; service delivery innovation; problem solving and analysis; Conflict management, client orientation and customer care; communication. Computer literacy. Main Role: To manage the delivery of the total of infrastructure Programme related to Capex, Minor capital and maintenance projects through interaction with Districts and Health Facilities and monitoring/oversight of implementing Agent (s).
<b><u>DUTIES</u></b>	:	Oversee the draft and Infrastructure Programme Implementation Plan (IPIP). Manage Implementing Agents. Manage the development and implementation of a Construction Procurement Strategy. Manage Medium Term Expenditure Budget. Annual Budget and Adjustment Budget. Manage the risk register and implications of the directorate. Manage human resources in the directorate. Manage the operational plan of the directorate. Management of the infrastructure in house projects as Programme Manager.
<b><u>ENQUIRIES</u></b>	:	Mr L.L.E Sekgoro Tel No: (018) 391 4665
<b><u>CLOSING DATE</u></b>	:	23 May 2025

#### OTHER POSTS

<b><u>POST 15/256</u></b>	:	<b><u>VICE PRINCIPAL OF NURSING COLLEGE/CAMPUS HEAD (SINGLE CAMPUS) REF NO: 02/2025/03</u></b>
<b><u>SALARY</u></b>	:	R1 094 880 per annum, (all-inclusive package)

<b><u>CENTRE REQUIREMENTS</u></b>	: North West College of Nursing: Klerksdorp Campus and Mafikeng Campus : Basic qualification accredited with the South African Nursing College in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC). Master's degree in nursing. A Diploma in any post basic nursing qualification. Shortlisted candidates will be required to submit current proof of registration with the South African Nursing Council as Professional Nurse. A minimum of 11 years appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post-basic qualification. Minimum of three (3) years of experience as a Head of Department in Nursing Education Institution. In-depth knowledge and understanding of curriculum development. Knowledge of major nursing education legislations, policies and other government policies. Experience and knowledge of a diversity of teaching strategic and classroom practices. Have experience in financial management, budget and revenue management, including conditional grants and policy development, thorough understanding of PFMA and other related prescripts. Strategic capability and leadership. Change management. Programme and Project management skills. Financial and Human Resources Management. Policy development and quality assurance. Good interpersonal skill and ability to work under pressure and work irregular hours. Skilled in research development and coordination, including academic activities, policy development and quality assurance.
<b><u>DUTIES</u></b>	: Plan and monitor the implementation of a range of Nursing Education and Training programmes. Lead academic oversight committees. Oversee and facilitate participatory processes for strategic, operational and integrated development planning for the institution. Ensure sound financial management and practices. Human Resource management and development, supply chain management, asset management, transport and facility management. Ensure continued empowerment and well-being of staff and students. Monitor the development, implementation and delivery of the curriculum including research. Collaborate with internal and external stakeholders and build a sound relationship within the institution. Participate in the Development, implementation and monitoring of Policies, guidelines and Standard Operating Procedures. Ensure continued empowerment and well-being of staff and students. Adhere to Nursing Education and training prescripts and other related legislative mandates. Skilled in research development and coordination, including academic activities, policy development and quality assurance. Conduct relevant research.
<b><u>ENQUIRIES</u></b>	: Ms E Nkhumane Tel No: (018) 391 4284/10
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/257</u></b>	: <b><u>DEPUTY MANAGER: NURSING (NURSING EDUCATION) REF NO: 02/2025/04</u></b>
<b><u>SALARY</u></b>	: R1 028 091 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	: Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	: National Diploma/ Bachelor's Degree: in Nursing (General) or equivalent qualification. A post basic qualification in Nursing Education. A minimum of ten (10) years appropriate/ recognisable nursing experience after registration as a Professional Nurse with South African Nursing Council as a General Nurse of which six (6) years must be appropriate/ recognizable experience in nursing education and training. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. A valid driver's license. Knowledge of the relevant legislative framework governing Nursing Education and Training, knowledge of labour issues related to nursing. People management skills and ability to work as part of a team. Policy development and analysis, research as well as understanding of current nursing education issues. Applied strategic thinking. Programme and project management skills. Communication and information management skills. Budget and financial management skills. Ability to work independently and work irregular hours.
<b><u>DUTIES</u></b>	: Oversee the implementation of the Nursing Strategy for the North West Province. Manage the development, implementation, monitoring and evaluation of policies related to education and training of nurses. Monitor the development, implementation, and delivery of the curriculum. Facilitate quality of areas of students' placement for work integrated learning. Promote continuing professional development for nurse educators. Provide management support to the Multi-campus Principal North West College of Nursing. Compile strategic, operational, quarterly, and annual reports in collaboration with the Director: Nursing Education and Training. Ensure sound financial management practices. Manage the placement of Community Service students in healthcare facilities.
<b><u>ENQUIRIES</u></b>	: Ms E Nkhumane Tel No: (018) 391 4284
<b><u>CLOSING DATE</u></b>	: 30 May 2025
<b><u>POST 15/258</u></b>	: <b><u>DEPUTY DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT (SHERQ) AND HEALTH PRODUCTIVITY MANAGEMENT (HPM) REF NO: 02/2025/05</u></b>
<b><u>SALARY</u></b>	: R896 436 per annum, (all-inclusive MMS package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office (Mahikeng)
	:	National Diploma/ Bachelor's Degree: in Nursing/ Safety Management/ Environmental Health. Five (5) years' experience in Health and Safety environment of which three (3) years should be at Assistant Director Level. A valid driver's license. Registered with the relevant Statutory Council (HPCSA OR SANC). Experience in healthcare setting will be an added advantage. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of administrative procedures, National Building Regulations and standards. Understanding of ISO quality standards, project and change management. Ability to develop and apply policies. Good coordination, stakeholder liaison, sound research, analytical, organising, planning, communication (verbal and written) and presentation skills. Ability to gather and analyse information. Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and monitor compliance in the implementation of Occupation Health Safety (OHS) requirements. Develop policies and guidelines according to ISO 45001. Develop and implement appropriate training programmes in the adoption of the OHS management system. Oversee the process of the appointment of OHS statutory appointees. Develop, review and maintain OHS legal register for all Departmental activities. Implement OHS risk register in the Department. Develop and monitor the Occupational Health Risk profile. Develop and monitor the Medical Surveillance program. Manage emergency procedures and organise emergency teams. Manage the investigation of Occupational Injuries on Duty (COID) cases. Manage the implementation and Promotion of Health and Productivity programmes of Policy on Incapacity Leave and Ill Health Retirement (PILIR) and interventions. Manage all the resources.
<b><u>ENQUIRIES</u></b>	:	Ms C Ratseane Tel No: (018) 391 4372
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>POST 15/259</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROGRAMMER CONTROL (SYSTEMS AND WEB DEVELOPMENT) REF NO: 02/2025/06</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor's Degree: in Information and Communications Technology. Five (5) years' relevant experience in system development on Windows and Linux platforms of which 3 years should be at supervisory level. A valid driver's licence. Experience in project Management. Advantage proficiency with HTML, PHP and MySQL. Must be able to programme forms and implement script using at least two of the following languages Java/ JavaScript, C#, PHP.
<b><u>DUTIES</u></b>	:	Lead and manage the systems and web development team. Develop and implement policies and procedures for systems and web development. Oversee the design, development and deployment of new systems and web applications. Maintenance and enhancement of existing systems. Collaborate with stakeholders to define systems requirements and deliverables. Develop and maintain Departmental and hospitals internet and intranet sites. Develop and maintain systems. Create enhancements and modifications to the website. Develop and implement testing mechanisms (quality assurance and user acceptance testing). Maintain cross-platform and cross-browser computability so that the website is accessible from a variety of different environments. Analyses traffic statistics and report on a monthly basis to the relevant Manager. Implement best practices for systems and web applications.
<b><u>ENQUIRIES</u></b>	:	Mr E. Khoetha Tel No: (018) 391 4011
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>POST 15/260</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH REF NO: 02/2025/07</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor's Degree: in Public Administration/ Management/ Monitoring and Evaluation/ Social Sciences/ Development Studies/ Economics. Five (5) years relevant experience in Strategic Management, Planning, Research, and Evaluation of which 3 years should be at supervisory level. A valid driver's licence. Knowledge: Strong understanding of research and evaluation within the public sector, including various monitoring and evaluation approaches and methodologies. Knowledge of research methods and the ability to compile complex, analytical documents. Familiarity with key frameworks such as the Framework for Managing Programme Performance Information (FMPPPI), Medium-Term Expenditure Framework/Medium-Term Development Framework (MTEF/MTDF), Medium-Term Strategic Framework (MTSF), Performance Information (PI) Framework, and other relevant prescripts. Knowledge of Provincial and Departmental Research and Evaluation Frameworks, systems, processes, and procedures. Understanding of departmental policy mandates, priorities, objectives, and the Service Delivery Model. Skills and Competencies: Strong qualitative and quantitative analytical skills, including data interpretation and management. Effective communication and presentation skills, with the ability to write strategic reports and complex documents. Knowledge of the context, ethical conduct, discipline, and professional practices within the field. Ability to work independently, accept responsibility, and produce high-quality work. Team player with good interpersonal relations, planning, execution, and leadership skills. Project management skills, flexibility, and reliability. Willingness to travel extensively and work long hours as required. Ability to work effectively in both research and evaluation fields and

coordinate the integration of all Research and Evaluation Systems within the department. Computer literacy.

**DUTIES**

: Research and Framework Development: Develop, review, and implement the department's Research Framework. Develop and manage the annual Research Agenda for the department. Conduct needs analysis and identify research areas to improve department performance, outcomes, and impacts in line with health mandates, policies, and strategies. Lead and manage research activities on specific programs and use research to inform training, development needs, and opportunities. Research and Improvement Plans: Develop and oversee improvement plans based on research findings and recommendations. Report on and monitor the implementation of key research recommendations aimed at improving departmental performance and service delivery. Database Management and Evidence Systems: Develop, maintain, and update the research database and evidence maps. Establish systems to enhance the research capabilities of key programs impacting accessibility, equitable, and integrated quality healthcare services. Coordination and Stakeholder Engagement: Coordinate and participate in research steering committees. Oversee the evaluation of research proposals for approval. Develop schedules for technical support visits and conduct these visits to facilities, sub-districts, and districts to support research policies and systems. Policy and Planning Support: Provide support to the department's planning process by offering policy priorities and planning inputs based on research evidence. Sub Directorate Management: Effectively manage Unit resources, including human and financial resources. Develop and implement the directorate's operational plan. Develop and sign individual Performance Management Agreements (PMAs) and work plans. Conduct performance assessments for team members. Participation in Relevant Meetings: Participate in relevant National, Provincial, and Departmental meetings related to Evaluation and Research.

**ENQUIRIES**

**CLOSING DATE**

: Dr F.R.M Reichel Tel No: (018) 391 4355/4556  
: 30 May 2025

**POST 15/261**

: **ASSISTANT DIRECTOR: YOUTH REF NO: 02/2025/08**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R468 459 per annum, (plus benefits)  
: Provincial Office (Mahikeng)  
: National Diploma/ Bachelor's Degree: in Public Administration /Management/ Business Management/ Social Sciences/ Nursing. Five (5) years' experience in coordination of Stakeholders of which 3 years must be at supervisory level. A valid driver's license. General administrative knowledge, planning, organizing, co-ordination and monitoring of projects. Innovation, networking, analytical thinking and problem solving skills. Knowledge of Budgeting processes in Financial Management. Management and Leadership skills. Analytical and innovative skills. Good communication (both written and verbal) and interpersonal skills. Able to work independently and meet tight deadlines. Presentation and advanced report writing skills. Computer literacy.

**DUTIES**

: Develop the Operational and Implementation plans for the programme. Implementation of the planned activities and monitoring thereof. Coordinate training on Adolescent Youth Friendly Services and other youth related matters for Departmental employees. Conduct awareness raising workshops on the National Adolescent Youth Policy and other Youth related issues for Departmental employees at all levels. Coordinate districts youth dialogues/health talks for young people in the communities of North West province. Initiate and identify the capacity building programmes on adolescent and Youth related matters for the Departmental employees. Coordinate the Departmental Youth Day event during the National Youth Month. Coordinate the establishment of Departmental Adolescent and Youth Technical Teams at all levels and the functionality thereof. Monitor the implementation of Adolescent Youth Friendly Services at all health facilities. Hold quarterly meetings with Youth Centre Managers and relevant Stakeholders. Coordinate and consolidate the departmental youth programme quarterly and annual reports. Attend the meetings and activities of the National and Provincial Youth Focal Persons.

**ENQUIRIES**

**CLOSING DATE**

: Ms M Lerumo Tel No: (018) 391 4183  
: 30 May 2025

**POST 15/262**

: **ASSISTANT DIRECTOR: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT (SHERQ) REF NO: 02/2025/09**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R468 459 per annum, (plus benefits)  
: Provincial Office (Mahikeng)  
: National Diploma/ Bachelor's Degree: in Safety Management/ Environmental Health. Five (5) year's relevant experience of which 3 years should be at supervisory level in Health and Safety environment. A valid driver's license. Experience in healthcare setting will be an added advantage. The following will serve as strong recommendation: General knowledge of a health and safety environment. Good knowledge of the Occupational Health and Safety Act, its regulations and safety national standards and codes. Knowledge of the Public Service Regulations 2016 and ability to interpret and apply all applicable regulatory prescripts. Co-ordination and organising skills. Good communication and interpersonal skills. Project Management skills. Analytical thinking, decision making and motivational abilities. Analytical report writing, presentation, planning and coordination skills. Computer literacy.

<b><u>DUTIES</u></b>	:	Manage sectional budget and ensure proper procurement of services. Develop, implement and monitor compliance with Safety, Health, Environment and Risk Quality. Establish policy guidelines that will regulate the functions, responsibilities and administrative aspects of Occupational Health and Safety committee. Coordinate Occupational Health and Safety related training and continuous educational programs. Setup, Manage and maintain database of occupational health and safety records. Compile regulatory reports on injuries on duty for Department of Labour and HOD and also advocate with the compensation commissioner on outcomes of employees IODs. Manage injury on duty records and ensure payment of service providers. Co-ordinate and integrate a disaster management contingency plan for the Department. Identify hazards and risks at the workplace and initiate appropriate actions. Organise occupational Health and Safety compliance audits by appropriate authorities (Department of Labour etc on an annual basis). Develop, implement and monitor Safety, Health, Environment, Risk Quality management system. Evaluate and analyse possible risk factors that may impact on the departmental compliance in terms of environmental, health, safety and risk.
<b><u>ENQUIRIES</u></b>	:	Ms C Ratseane Tel No: (018) 391 4372
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>POST 15/263</u></b>	:	<b><u>ASSISTANT DIRECTOR (COORDINATOR): SPECIAL PROGRAMMES REF NO: 02/2025/10</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Bojanala District Office & DR Ruth Segomotsi Mompoti District Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor's Degree: in Public Administration/Management/ Relations/ Social Sciences. Five (5) years in coordination of the Special Programmes activities of which three (3) must be at Supervisory level. A valid driver's license. Willingness to travel extensively. Skills: Knowledge and understanding of Departmental processes, Special Programmes environment and relevant legislative/policy frameworks. Good communication and excellent interpersonal skills. Report writing, presentation and facilitation skills and proactive problem solving skills. Good planning and coordination of activities/event. Ability to work independently and meet tight deadlines. Knowledge and understanding of Budgeting processes in the Public Service, Public Finance Management Act, Treasury Regulations, Supply Chain Management and other related prescripts. Computer literacy.
<b><u>DUTIES</u></b>	:	Assist the Deputy Director with the strategic and Operational Plans and implementation in accordance with national and provincial goals and objectives. Develop plans, initiate projects and support the implementation of the Special Programmes (Gender, Disability, Youth, Traditional Health Practitioners and Health Governance) in the department. Coordinate the activities/event and liaise with the departmental stakeholders at various levels. Provide support and assist with monitoring the functionality of the various Forums and Structures as well as ensuring effective implementation of all related policies and other relevant legislations at provincial and district level. Coordinate the workshops/ training and capacity building programmes for various Forums and Structures of the Department. Compile monthly, quarterly and annual reports on the Departmental Performance of the Special Programmes activities. Ensure effective management of departmental assets and finances in accordance with the PFMA. Overall supervision and management of staff.
<b><u>ENQUIRIES</u></b>	:	Ms M Lerumo Tel No: (018) 391 4279
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>POST 15/264</u></b>	:	<b><u>CHIEF WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 02/2025/11 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	National Diploma / Bachelor's Degree: in Management Services/ Production Management/ Operations Management/ Industrial Psychology. Five (5) years relevant experience in Organizational Development of which 3 years must be at Supervisory Level (Senior Organizational Development Officer). A valid driver's licence. Job Evaluation Certificate is essential. Knowledge And Skills: Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA Guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Occupation Specific Dispensation. Knowledge of Human Resource Planning. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy (MS Word, Excel, Org-plus and Evaluate system).
<b><u>DUTIES</u></b>	:	Manage and redesign departmental organisational structure. Conduct and facilitate job evaluation in the department. Coordinate and conduct business processes mapping for the department. Manage and facilitate the development of job descriptions. Coordinate and facilitate the implementation Occupational Specific Dispensation (OSD). Coordinate and facilitate the assessment of human resource component. Facilitate and coordinate organisational functionality assessment. Coordinate the development of HR Plan. Ensure the implementation of Organizational Development intervention processes. Supervision of key performance areas of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr G.R Mathole Tel No: (018) 391 4647
<b><u>CLOSING DATE</u></b>	:	30 May 2025

<b><u>POST 15/265</u></b>	:	<b><u>CHIEF CLINICAL ENGINEERING TECHNICIAN REF NO: 02/2025/12</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Bojanala District Office and Mahikeng Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor's Degree: in Clinical Engineering/ Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Five (5) years' relevant experience in the maintenance and management of medical equipment in the hospital environment of which 3 years should be at supervisory level. A valid Driver's license. Ability to manage repairs and maintenance of medical equipment. Knowledge of risk management within the clinical engineering field.
<b><u>DUTIES</u></b>	:	Management and supervision of Clinical Engineering Technicians and all the activities in the unit. Provide maintenance service of medical equipment in respect to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its functions and which professional standards, and also to give guidance to the facilities on procurement and receiving of new medical equipment. Management and implementation of Health Technology policy framework and creation of national health technology system and its subsystem. Render Technical services and support on medical equipment maintenance at different Health Facilities in the province. Contribute as required to the development of policies and implementation for the Department through participation in the work of the appropriate departmental teams or working groups. Carry out planned preventative and corrective maintenance, quality assurance and safety checks on relevant equipment. Management of clinical engineering technicians and maintainers performance and to be able to know how to follow steps for disciplinary procedures. Render installation and commissioning of medical equipment in the different facilities. Provide and give guidance on management of health technology or medical equipment life cycle.
<b><u>ENQUIRIES</u></b>	:	Mr K.D Tshetho Tel No: (018) 391 4000
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>POST 15/266</u></b>	:	<b><u>CHIEF NETWORK CONTROLLER: INFORMATION TECHNOLOGY REF NO: 02/2025/13</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor's Degree: in Information Technology. Five (5) years relevant experience in Desktop and Network Support Area of which two (2) years should be at supervisory level. Certificate in A+ and N+ will serve as an added advantage. A valid driver's license. Knowledge of various operating systems e.g. Linux, Windows, Mac OS as well as a basic understating Office Productivity software such as Microsoft package and Novell applications. Certification in Network Engineer, Wireless Engineer, VoIP Fundamentals and ITL will be an added advantage. Good communication and interpersonal skills. Willingness to travel extensively.
<b><u>DUTIES</u></b>	:	Assist in cabling and network connectivity of facilities. Configuration and setup of network equipment. Participate in Information systems security and disaster recovery management. Assist in maintaining servers and network related infrastructure systems. Support VoIP systems. Provide on-site and remote technical IT support and maintain records of daily tasks. Install configure, upgrade, maintain and support desktop and network systems based on requests. Plan and co-ordinate major software and hardware deployment. Develop preventative maintenance procedures to avoid system failures and ensure maximum network uptime. Provide on the job training to new appointees and staff as needed. Oversee inventory management of software and hardware components.
<b><u>ENQUIRIES</u></b>	:	Mr E. Khoetha Tel No: (018) 391 4011
<b><u>CLOSING DATE</u></b>	:	30 May 2025
<b><u>POST 15/267</u></b>	:	<b><u>SENIOR ORGANISATIONAL DEVELOPMENT OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 02/2025/14</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Provincial Office (Mahikeng)
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor's Degree: in Management Services/ Production Management/ Operations Management/ Industrial Psychology. Five (5) years relevant experience in Organizational Development of which 2 years should be at supervisory level. Job Evaluation Certificate will also be an added advantage. A valid driver's licence. Knowledge And Skills: Knowledge of Public Service Regulations and Public Service Act, Public Finance Management Act, Treasury Regulations and HR practice and procedures. DPSA Guide on Job Description and Knowledge of Job Evaluation System. Knowledge of Occupation Specific Dispensation (OSD). Knowledge of Human Resource Planning. Good communication skills (verbal & writing). Good interpersonal, report writing, presentation and facilitation skills. Computer literacy (MS Word, Excel, Org-plus and Evaluate system).
<b><u>DUTIES</u></b>	:	Review and redesign departmental organisational structure. Conduct job evaluation in the department. Conduct business processes mapping for the department. Facilitate development of job descriptions. Maintain job descriptions database and keep it up to date. Coordinate and facilitate the implementation Occupational Specific Dispensation (OSD). Coordinate the



development of HR Plan. Ensure the implementation of Organizational Development intervention processes. Facilitate organisational functionality assessment.

**ENQUIRIES** : Mr G.R Mathole Tel No: (018) 391 4647  
**CLOSING DATE** : 30 May 2025

**POST 15/268** : **SENIOR ADMINISTRATION OFFICER (IT): SYSTEMS SUPPORT REF NO: 02/2025/15**

**SALARY** : R397 116 per annum, (plus benefits)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: in Information and Communications Technology. Five (5) years relevant experience in an ICT environment of which 2 years should be in systems development. A valid driver's license. Willingness to travel. Computer literacy.

**DUTIES** : Develop and maintain departmental internet and intranet sites. Development of systems and applications. Create enhancements and modifications to the website. Organise and maintain the website. Compile systems requirement specification. Participate in systems testing. Conduct training for end users. Develop and review standard operating procedures of systems.

**ENQUIRIES** : Mr E. Khoetha Tel No: (018) 391 4011  
**CLOSING DATE** : 30 May 2025

**POST 15/269** : **PROGRAMMER REF NO: 02/2025/16**

**SALARY** : R397 116 per annum, (plus benefits)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: in Information and Communications Technology. Five (5) years relevant experience of which 2 Years should be at Supervisory level in System Development. A valid driver's licence. Advantage proficiency with HTML, PHP and MySQL. Must be able to programme forms and implement script using at least two of the following languages Java/ JavaScript, C#, PHP.

**DUTIES** : Participate in the development and implementation of policies and procedures for systems and web development. Design, development and deployment of new systems and web applications. Maintenance and enhancement of existing systems. Participate in collaboration with stakeholders to define systems requirements and deliverables. Develop and maintain Departmental and hospitals internet and intranet sites. Develop and maintain systems. Create enhancements and modifications to the website. Maintain cross-platform and cross-browser compatibility so that the website is accessible from a variety of different environments. Analyse traffic statistics and report monthly to the relevant Manager. Implement best practices for systems and web applications.

**ENQUIRIES** : Mr E. Khoetha Tel No: (018) 391 4011  
**CLOSING DATE** : 30 May 2025

**POST 15/270** : **ADMINISTRATION OFFICER: OCCUPATIONAL HEALTH & SAFETY AND EMPLOYEE WELLNESS REF NO: 02/2025/17**

**SALARY** : R325 101 per annum, (plus benefits)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: in Public Administration/Management. Two (2) years relevant experience. A valid driver's license. Good analytical skills and communication (written and verbal) skills. Be willing to work extended hours to reach deadline. Experience in COID management will serve as an added advantage. Computer literacy.

**DUTIES** : Manage directorate's budget and ensure proper procurement of services. Evaluate the effectiveness of programmes and programme delivery. Obtain inputs, and collate and compile reports such as progress, monthly, quarterly and management reports. Ensure implementation and control of the records in compliance with the Archives Act and registry prescripts. Perform quality control over incoming and outgoing tasks daily. Process confidential matters and maintain confidentiality at all times. Register circulars and policies. Take minutes at all EHWP committees meetings. Keep records (minutes of meetings, registers of circulars and policies, Follow-up on tasks and reports from the directorates and Office of the Premier. Maintain the COIDA registers. Advise supervisor on areas of risks within the directorate. Keep registers of all committees within the OHS and EW directorate.

**ENQUIRIES** : Ms C Ratseane Tel No: (018) 391 4372  
**CLOSING DATE** : 30 May 2025

**POST 15/271** : **ADMINISTRATION OFFICER: RESEARCH REF NO: 02/2025/18**

**SALARY** : R325 101 per annum, (plus benefits)  
**CENTRE** : Provincial Office (Mahikeng)  
**REQUIREMENTS** : National Diploma/ Bachelor's Degree: in Public Administration/ Management/ Research, Monitoring and Evaluation/ Statistics/ Social Sciences/ Development Studies/ Economics. Two (2) years of relevant experience in Research and/ or Evaluation within the public service. A valid driver's license. Understanding of the Framework for Strategic Plan and Annual Performance Plans. Familiarity with departmental policy mandates, priorities, objectives and the District Service Delivery Model. Skills and Competencies: Strong qualitative and analytical skills,

including data interpretation and data management. Effective communication and presentation skills, with the ability to write strategic reports and complex documents. Advanced skills in MS Excel, including data analysis, pivot tables, and graphical presentation of data. Proficiency in computer applications such as MS Access, PowerPoint, Outlook Express, and statistical packages. Willingness to travel extensively and work long hours as required.

**DUTIES**

: Research Support: Assist with the development and implementation of research systems in the department. Conduct data analysis and produce reports on the implementation of the Departmental Research Plans. Monitor and assess research outputs, ensuring alignment with the strategic goals and research plans. Policy Development and Review: Assist in the development and review of the department's research policy. Ensure planning and coordination of data collection processes using automated reporting systems. Facilitate adherence to signed procedures and ensure departmental reports have proper source documents. Meeting and Workshop Coordination: Participate in relevant departmental and provincial meetings related to Research. Provide secretarial support during research meetings, workshops, and training sessions.

**ENQUIRIES**

: Ms B.N Mangonyane Tel No: (018) 391 4502/4556

**CLOSING DATE**

: 30 May 2025

**POST 15/272**

: **CLINICAL ENGINEERING TECHNICIAN REF NO: 02/2025/19**

**SALARY**

: R325 101 per annum, (plus benefits)

**CANTRE**

: Lehurutshe/Zeerust Hospital Complex (X1 Post)

Nic Bodenstein Hospital (X1 Post)

Joe Morolong Memorial Hospital (X1 Post)

Schweizer Reneke Hospital (X1 Post)

Swartruggens Hospital (X1 Post)

Mahikeng Provincial Hospital (X1 Post)

**REQUIREMENTS**

: National Diploma/ Bachelor's Degree: in Clinical Engineering/ Electrical Engineering (Light Current)/ Mechanical Engineering/ Electronics Engineering. Two (2) years' relevant experience in the maintenance and management of medical equipment in the hospital environment. A valid Driver's license. Knowledge and major role of both medical equipment and medical device to the body of the patient. Knowledge of repairs and maintenance of medical equipment. Risk management knowledge within the medical equipment field.

**DUTIES**

: Provide maintenance service of medical equipment in respect to its functional, electrical and mechanical aspects to a standard of safety, accuracy, and reliability consistent with its functions and which professional standards. Assist with coordination and implementation of preventive/ scheduled maintenance and safety assessment of new equipment's. Support clinical personnel in the implementation of patient care involving health technology and Clinical Engineering.

**ENQUIRIES**

: Mr K.D Tshetlho Tel No: (018) 391 4000

**CLOSING DATE**

: 30 May 2025

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

**CLOSING DATE** : 26 May 2025  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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

**OTHER POSTS**

**POST 15/273** : **REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES (ELSENBURG)**  
**REF NO: AGR 40/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Clerical or relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Registry duties, practices and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Skills in the following: Proven computer literacy; Planning and organisation; Written and verbal communication; Ability to work independently and as part of a team.

**DUTIES** : Provide registry services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry service; Process documents for archiving and disposal.

**ENQUIRIES** : Ms A Hanise Tel No: (021) 808 5116  
**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>

**POST 15/274** : **LABORATORY ASSISTANT: POST-MORTEM AND PARASITOLOGY (STELLENBOSCH)**  
**REF NO: AGR 39/2025**

**SALARY** : R193 359 - R227 766 per annum (Level 04)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 12 (or equivalent qualification). Recommendation: Appropriate experience. Competencies: Skills needed: Self-motivated; Good interpersonal; Good listening; Record keeping; Physical fitness, Reliable and Good communication (written and verbal).

**DUTIES** : General and specialised cleaning in the pathology section of the laboratory including the removal of general and biological waste; Assisting veterinarians with animal handling during postmortem examinations; Disposal and composting of carcasses; Provide clean and sterilized instruments for postmortem examinations and perform stock taking.

**ENQUIRIES** : Dr. A Avenant Tel No: (021) 808 7533  
**APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
 Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
 Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
 Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department

## DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 26 May 2025

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

### OTHER POSTS

**POST 15/275** : **CULTURAL OFFICER: CULTURAL PROMOTION REF NO: CAS 20/2025**

**SALARY** : R325 101 - R382 959 per annum (Level 07)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Arts. Recommendation: Experience of the following: Community liaison; Client management; Electronic systems; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Project Management (application of the key principles). Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.

**DUTIES** : Financial, operational management and administration of facility bookings; Management of correspondence, enquiries and complaints; Provide administrative and technical support to the component; Management of basic research into best practice models into management of similar facilities and recording the findings; Give input into policies and frameworks related to the usage of the cultural facilities and facilitate the implementation thereof; Management of information (storage / filing); Collect, analyse, compile and update data of all bookings as well as revenue collection related to the seven cultural facilities.

**ENQUIRIES** : Ms L Jephtha Tel No: (021) 483 9722

**POST 15/276** : **MUSEUM OFFICER: SATELLITE MUSEUM LWANDLE MIGRANT LABOUR REF NO: CAS 21/2025**

**SALARY** : R325 101 - R382 959 per annum (Level 07)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: History, purpose and functions of museums in society, including their potential for national building and tourism development; Museum ethics; Current primary, secondary and field history research techniques of selection, evaluation and exhibition of objects of material culture or the presentation of living history; Collections management (information management) and preventive conservation; Education methodology in museums; Project planning and management, including financial management; Legislation, policy and regulations relating to sector; Government-driven service improvement initiatives such as "Batho Pele. Skills in the following: Ability to motivate own ideas and approaches; Ability to breakdown problems into manageable parts and identify solutions; Ability to listen well and be receptive to the ideas of others; Ability to manage conflict; Ability to communicate (verbally or in writing) with ease and confidence; Ability to speak in public and make presentations to large or small groups; Ability to review and critique research reports; Ability to critique exhibition guides; Ability to comprehend complex ideas, theories to concepts by analysing copious information from desperate sources.

**DUTIES** : Governance and administration of the museum as well as related activities; Facilitate, present and implement public programmes and relations; Engage in research and implement exhibitions; Assist with the promotion and marketing of the museum; People Management.

**ENQUIRIES** : Ms L Hutton Tel No: (021) 483 9703.

**POST 15/277** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND & ACQUISITION MANAGEMENT REF NO: CAS 24/2025**

**SALARY** : R325 101 - R382 959 per annum (Level 07)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in Supply Chain/ Acquisition Management environment. Recommendation: Experience in bids; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Report writing. Skills in the following: Interpersonal skills; Numeracy; Analytical; Computer literacy; Written and verbal communication skills; Problem Solving; Decision Making; Project Management; Accounting Finance and Audit; Information Technology; Economic, financial analysis; Strategic Planning.

**DUTIES** : Provide a bid administration function; Render support services during the development of specifications / Terms of Reference (TOR); Provide additional support to the Division Demand and Acquisition Management Unit; People Management.

**ENQUIRIES** : Mr S Andrews Tel No: (021) 483 9559

**POST 15/278** : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 22/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain and Asset Management; Asset Management Guidelines; Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Preferential Procurement Policy Framework Act and PPPFA Regulations. B-BBEE; Procurement activities; Asset management policies and procedures /procurement policies and procedures; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Report writing; Written and verbal communication.

**DUTIES** : Rendering asset management clerical tasks; Update and maintain asset registers; Assist with BAS/Logis Monthly Reconciliations; Identify and administer redundant, non-serviceable and obsolete moveable assets for disposal; Request and receive quotation in respect of asset acquisitions and disposals; Monitor, analyse and determine actions to ensure proper asset and disposal management; Provide support to line function.

**ENQUIRIES** : Mr G Cloete Tel No: (021) 483 8294

**POST 15/279** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS, CONTRACTS AND PERFORMANCE MANAGEMENT REF NO: CAS 23/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain Management; Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Report writing; Written and verbal communication.

**DUTIES** : Perform clerical tasks in the creation of orders for goods and services; Render clerical activities in the processing of payments; Monitor, analyse and determine actions to ensure proper contract administration; Update and maintain SCM registers; Provide support to line function.

**ENQUIRIES** : Ms D Arendse Tel No: (021) 483 9561

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 26 May 2025

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

## OTHER POSTS

<b><u>POST 15/280</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 22/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years management level experience; 2 years of work experience must be in the stakeholder management or economic analysis and planning or location-based project implementation. Recommendation: A Commerce qualification in Economics at NQF 7 as recognised by SAQA; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable economic policies and procedures; Economic Analysis; Research and economic data management; Stakeholder management; Project management; Monitoring and evaluation; Information systems that aid in the management of knowledge and information; Financial management; Public service procedure. Skills in the following: Numeracy; Computer literacy; Language; Research; Written and verbal communication; Interpret and apply relevant policies and procedures; Analytical thinking (Policy and programmatic analysis); Problem-solving; Decision-making; Project and knowledge management; Facilitation; Presentation; Networking; Organising and Planning; Report writing; Interpersonal relations; Financial management; Leadership and conflict management.
<b><u>DUTIES</u></b>	:	Guide, facilitate and support local municipal economic planning, strategy and implementation; Facilitate and strengthen economic Eco-systems within municipalities; Co-ordinate and synergize DEDAT plans and activities within municipalities and districts; Facilitate and coordinate municipal-level data and intelligence for economic planning; People Management; Financial Management.
<b><u>ENQUIRIES</u></b>	:	Fayruz Dharsey(fayruz.dharsey@westerncape.gov.za)
<b><u>POST 15/281</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDAT 23/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management (e.g. BCOM Accounting); A minimum of 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. Competencies: Knowledge of the following: Knowledge of financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations –NTR's, Provincial Treasury Directives/Instructions – PTI's);National and Provincial instruments and legislation pertaining to human resources; Financial management and accounting; Financial information; Modern systems of governance; Supply chain; Policy analysis, policy development, policy regulations, implementation and review processes; People Management processes. Skills in the following: Numeracy; Computer Literacy; Language skills; Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; Strategic Planning; Analytical; Presentation/Report writing; Communication; Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Research; Deciding and Initiating Action; Planning and Organizing; Creating and Innovating; Formulating Strategies and Concepts; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Leading and Supervising; Presenting and Communicating Information; Analysing; Entrepreneurial and Commercial Thinking; Working with People.
<b><u>DUTIES</u></b>	:	Develop, implement and maintain financial accounting revenue management and expenditure management policies, processes and procedures; Ensure revenue and expenditure management and provide financial administration and accounting services; Plan and manage the work of and account for the overall performance of the Sub-directorate; People and Financial Management.
<b><u>ENQUIRIES</u></b>	:	Mymoena Abrahams Tel No: (021)483 9138
<b><u>POST 15/282</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 30/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Business Administration or related field; 3 years middle management experience; Minimum of 3 year's experience in small business /MSME development. Recommendation: Postgraduate qualification; A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Knowledge of economics; Enterprise development; Research application in economics; Financial management; Stakeholder management; Management principles; Project management; Public Service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Project management; Analytical skills; Policy analysis skills; Financial management skills; Problem-solving skills; Planning and organising skills; Influencing skills; Presentation skills; Conflict management skills; Communication skills (written and verbal);

	Relationship management skills; Networking and linking skills; People management skills; Motivational skills.
<b><u>DUTIES</u></b>	: Develop, implement and monitor programmatic initiatives to facilitate MSME access to non-financial and financial support; Promote entrepreneurship to contribute towards an entrepreneurial culture; Develop and implement strategies, policies, plans and programmatic initiatives for micro, small, and medium enterprise development; Facilitate micro, small, and medium enterprise ecosystem collaboration and partnership; Provide strategic support to provincial and municipal enterprise initiatives; Administration (Financial Management and People Management).
<b><u>ENQUIRIES</u></b>	: Mr J. Wolmarans Tel No: (021) 483 8110/ 2628
<b><u>POST 15/283</u></b>	: <b><u>PERSONAL ASSISTANT: ECONOMIC ENABLEMENT REF NO: DEDAT 18/2025</u></b>
<b><u>SALARY</u></b>	: R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	: Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3years experience in rendering a support service to management/senior management. Recommendation: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: Knowledge of the following: The relevant legislation/ policies/prescripts and procedures; Basic financial administration; Record management systems; Procurement of goods and services; Relevant software packages (advanced). Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Computer Literacy (MS office); Report writing (submissions, letters); Organising and planning skills; Time management skills; Recording of minutes; Research skills; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	: Render administrative support services; Provide a secretarial/receptionist support service to the manager; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	: John Peters: <a href="mailto:John.Peters@westerncape.gov.za">John.Peters@westerncape.gov.za</a>
<b><u>POST 15/284</u></b>	: <b><u>PERSONAL ASSISTANT: SKILLS DEVELOPMENT REF NO: DEDAT 28/2025</u></b>
<b><u>SALARY</u></b>	: R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	: Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years experience in rendering a support service to management/senior management. Recommendation: Experience in the skills or education ecosystem. Competencies: Knowledge of the following: Relevant legislation/ policies/prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly/record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package(Word, Excel, PowerPoint);Communication skill (written and verbal); Draft documentation like submissions and letters; Sound organising, planning and time management skills (workshops, conferences); Run and maintain a record management system; Work under pressure; Analyse documents and situations; Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	: Provide a secretarial/receptionist support to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents and ensures that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	: Ms M Parker Tel No: (021) 483 9429
<b><u>POST 15/285</u></b>	: <b><u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 19/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 – R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	: Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: An appropriate tertiary qualification or in the process of completion in Accounting / Financial Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statements; Public Service financial legislations, procedures and Treasury Regulations (PFMA,DORA, NTR,PTR.); Financial operating systems (PERSAL,BAS, LOGIS); Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Language;

Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

**DUTIES** : Render financial accounting transactions; Perform salary administration support services; Bookkeeping and admin support services.

**ENQUIRIES** : Mr A Allie Tel No: (021) 483 9238

**POST 15/286** : **ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO. DEDAT 24/2025 (X2 POSTS)**

**SALARY** : R228 321 – R268 950 per annum (Level 05)

**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with mathematics as a passed subject. Recommendation: Relevant experience in an administrative support function; In process of obtaining tertiary qualification in Accounting/Economics; A good level of computer literacy (MS Office), especially good level of Excel capability; A post matric financial qualification with either economics or accounting. Competencies: A good understanding of the following: Numeracy; Computer Literacy; Language skills; Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; Communication; People Management; Research; Interpersonal relations; Flexibility; Innovation; Organizing; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People.

**DUTIES** : Maintenance of filing system in the Sub-Directorate; Collection and collation of relevant budget statistics; Ensuring the upkeep of the monitoring and evaluation system of staff; Organisation of meetings with Programme Managers and Programme units; Perform secretariat function to finance meetings with Programmes/ main divisions; Provide personnel administrative clerical support services within the component; Provide financial administrative support services in the component.

**ENQUIRIES** : Robert Le Breton: [Robert.lebreton@westerncape.gov.za](mailto:Robert.lebreton@westerncape.gov.za) Tel No: (021) 483 9158

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 26 May 2025

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

#### **OTHER POST**

**POST 15/287** : **GRAPHIC DESIGNER: STRATEGIC AND OPERATIONAL SUPPORT REF NO: EADP 06/2025**  
(12 Month Contract Position)

**SALARY** : R397 116 - R467 790 per annum (Level 08), plus 37% in lieu of benefits

**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Graphic Design or related; A minimum of 1-year appropriate experience. Recommendation: Adobe Creative Suite Creative Suite; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Design and Colour Theory; Adobe Creative Suite; Design studies; Design principles, techniques and tools; Exhibition techniques; Stylistic and decorative processes and techniques; Exhibition techniques; Stylistic and decorative processes and techniques; Printing and reproduction processes; Dynamics of Social Awareness Communication; Marketing and Communication Theory. Skills needed: Computer literacy in MS Office Package; Time management; Creative/innovative thinking; Problem solving skills; Written and verbal communication skills; Fine eye for detail; Ability to work independently and as part of a team; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to be meticulous and accurate.

**DUTIES** : Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts; Determine select size and arrangement of illustrative material and copy, and style and size of type; Determine the objectives and constraints of the design brief by consulting with clients and stakeholders; Formulate design concepts for the subject to be communicated; Prepare sketches, diagrams, illustrations and layouts to discuss design concepts; Select, specify or recommend functional and aesthetic materials and media for publication,



delivery or display; Review final layouts and suggest improvements as needed; Maintain an archive of images, photos, or previous work products for future use; Prepare notes and instructions regarding the selected design for production purposes; Supervise or carry out the production in the chosen media; Develop graphics and layouts for product illustrations, company logos, and Internet websites; Generate new images using computer software; Accept client briefs and interpret them into visual communication products, ensuring that they are brand of high standard and completed with required timeframe; Advise and assist external service providers in interpreting the brand guidelines and rules; Advise and assist internal stakeholders in interpreting the brand guidelines and rules; Review final layouts and suggest improvements as needed; Confer with clients to discuss and determine layout design; Preparing artwork for final production, both print and electronically.

**ENQUIRIES** : Mr R van Jaarsveldt Tel No: (021) 483 4051

#### **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.

#### **OTHER POSTS**

**POST 15/288** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (OTORHINOLARYNGOLOGY)**

**SALARY** : Grade 1: R1 341 855 per annum  
Grade 2: R1 531 032 per annum  
Grade 3: R1 773 222 per annum

A portion of the package can be structured according to the individual's personal needs.

**CENTRE** : Red Cross War Memorial Children's Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Otorhinolaryngology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Otorhinolaryngology (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Otorhinolaryngology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Good clinical experience in the management of general and specialist ENT surgery that includes adults and children. Good experience and surgical training in head and neck, rhinology and otological surgery. Ability to perform complex surgical cases unsupervised (e.g. total laryngectomies, pituitary surgery, subtotal petrosectomy) will be an advantage. An operative logbook will need to be submitted with the application and will be used for shortlisting. Willingness to work at and across Groote Schuur, Red Cross Children's, and peripheral hospitals as part of a structured monthly schedule. Ability to work well in a team. Experience in trainee education is also an advantage. Willingness to work overtime as required. Valid Driver's licence. Computer literacy, database management. Competencies (knowledge/skills): The ability to work in a busy tertiary care hospital network of providing specialist ENT surgery, specifically in areas noted above. Involvement in all other aspects of ENT surgery will be required. Ability to supervise registrars acquiring ENT surgical competencies and operative experience. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced surgical skills.

**DUTIES** : Provide full time ENT surgery specialist care including Outpatient, Inpatient, Emergency and Afterhours service as a specialist ENT surgeon. Services include paediatric and adult patients. Outreach activities to support paediatric surgical services in the province. Provide support to Head of Clinical Unit ENT Surgery in administrative duties, including quality, efficiency and outcome improvements, participation in human resource management, clinical audit, data management, monitoring and evaluation and clinical governance. Participation in all academic activities of the department, research, and teaching and training of under- and post-graduate students and other health personnel.

**ENQUIRIES** : Prof Shazia Peer - [shazia.peer@uct.ac.za](mailto:shazia.peer@uct.ac.za)

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

**CLOSING DATE** : 23 May 2025

<b><u>POST 15/289</u></b>	:	<b><u>SENIOR REGISTRAR (MEDICAL) (PAEDIATRICS NEUROLOGY)</u></b> (2 Year Contract)
<b><u>SALARY</u></b>	:	R1 341 855 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Competencies (knowledge/skills: Experience in paediatrics neurology. Excellent communication skills. Ability to function independently at a level of a Medical Specialist in Paediatrics. FCPaed. MMed (Paed). Paediatric Neurology and Child Development Association of Southern Africa (PANDA) membership.
<b><u>DUTIES</u></b>	:	To render a comprehensive clinical service in Paediatric Neurology covering day-time work and after-hours. To provide Paediatric Neurology inpatient and/or outpatient care, including clinical teaching, administration, management and research.
<b><u>ENQUIRIES</u></b>	:	Prof R van Toorn Tel No: (021) 938-9113
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrar-ship 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 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 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 as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/290</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiation Oncology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Radiation Oncology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiation Oncology. Inherent requirements of the job: Ability and willingness to work overtime. Competencies (knowledge/skills): Proven ability to function independently as a specialist clinical oncologist, providing radiotherapy, chemotherapy, palliative care and supportive care services. Appropriate understanding of the systems, structures and values of the Western Cape Government Department of Health and Wellness. Dedication to patient care and to maintaining professional integrity. Excellent knowledge and skills in routine and emergency oncology, including chemotherapy administration, specialized radiation techniques, protocol development and adherence, and palliative and supportive oncology. Knowledge and skills appropriate for the supervision of undergraduate and postgraduate student research. Knowledge and skills appropriate for undergraduate and postgraduate teaching and training in Clinical Oncology. Computer literacy (MS Word, Excel, PowerPoint, Outlook, TEAMS). Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students.

<b><u>DUTIES</u></b>	:	Render an appropriate chemo and radiation service to Oncology patients within the limitations imposed by the hospital administration. Management of own clinical medical service area. Participation in Divisional management. Participating in Teaching and Training. Participating in the operational research environment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr H Burger Tel No: (021) 938-4727, e-mail. <a href="mailto:henrietteburger@sun.ac.za">henrietteburger@sun.ac.za</a> Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the 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 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 as Medical Specialist in Radiation Oncology with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/291</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)</u></b> Chief Directorate: Strategy Directorate: Health Intelligence
<b><u>SALARY</u></b>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health Medicine. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Public Health Medicine. <b>Grade 2:</b> 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 Public Health Medicine. <b>Grade 3:</b> A minimum of 10 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 Public Health Medicine. Inherent requirement of the job: Willingness to work overtime / irregular hours. Valid driver's license. Willingness to travel to the districts and nationally if required. Competencies (knowledge/skills): Excellent knowledge of public health principles, practice and trends including epidemiology and biostatistics. High level proficiency in data analysis, statistical software packages (Stata or R) and good knowledge of general computer literacy, computer science and databases. Strong ability to conduct, analyse, interpret and evaluate surveys, research, investigations and programmes. Leadership, managerial, project management, presentation, interpersonal and communication skills. Decision-making, critical thinking, problem-solving and policy development skills.
<b><u>DUTIES</u></b>	:	Supervision and support for the public health medicine registrar programme within the Department. Academic activities consistent with the mandate of the university including convening MPH courses/s and conducting research. Provincial public health collaboration with both internal and external stakeholders ensuring strong relationships and a comprehensive archive of public health resources. Support the Department in terms of research agenda setting and research translation. Provide support to the Chief Director - Strategy and Directorate Health Intelligence with regards to health systems strengthening, policy, research, planning, and implementation of public health interventions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Shand Tel No: (021) 483 2639 <a href="mailto:Lesley.shand@westerncape.gov.za">Lesley.shand@westerncape.gov.za</a> Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates are subjects to a practical. 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).
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/292</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum

	(A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Tygerberg Hospital, Parow Valley</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. <b>Grade 2:</b> 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 Anaesthesiology. <b>Grade 3:</b> 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 Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.</p>
<b><u>DUTIES</u></b>	<p>: Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Prof S Chetty, email: <a href="mailto:seanchetty@sun.ac.za">seanchetty@sun.ac.za</a></p> <p>: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>: No payment of any kind is required when applying for the 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 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 as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)".</p>
<b><u>CLOSING DATE</u></b>	<p>: 23 May 2025</p>
<b><u>POST 15/293</u></b>	<p>: <b><u>PRIMARY HEALTH CARE MANAGER</u></b> Chief Directorate: Metro Health Services</p>
<b><u>SALARY</u></b>	<p>: Grade 1: R1 059 105 per annum, (A portion of the package can be structured according to the individual's personal needs).</p>
<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Khayelitsha/Eastern Sub-structure Office</p> <p>: Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet).</p>
<b><u>DUTIES</u></b>	<p>: Overall management (Operational and Strategic) of the PHC component of the Sub-district (CHC's, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with Community Based Services in the Sub-district. Management of the critical support services. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Mr JA Kruger Tel No: (021) 360-4622</p> <p>: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.</p>
<b><u>CLOSING DATE</u></b>	<p>: 23 May 2025</p>

<b><u>POST 15/294</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3 EMERGENCY MEDICINE (X2 POSTS)</u></b> (1-Year Contract)
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142,553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Ability to work as part of a multidisciplinary team. Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Ability to communicate effectively (verbal and written). Desire to conduct research. Additional courses for example such as ultrasound course, basic surgical skills, PALS would be advantageous. Completion of Community Service and prior Emergency Centre experience.
<b><u>DUTIES</u></b>	:	Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment. Partake in the clinical governance for the department including medicolegal matters. Contribute to the teaching sessions for the department. Involvement in innovation projects and research activities within the department.
<b><u>ENQUIRIES</u></b>	:	Ms S Ndwebe Tel No: (021) 404 4157 or email: <a href="mailto:sinazo.ndwebe@westerncape.gov.za">sinazo.ndwebe@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 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)". Please ensure that you attach an updated CV.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/295</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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. Competencies (knowledge/skills): Excellent written and verbal communication skills. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Proven dedication to patient care and to maintaining professional integrity. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or higher). GCP certification or clinical trial experience.

**DUTIES** : Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Teaching and supervision of undergraduate medical students rotating through the Division. Clinical administration of oncology service area, including collection of service level data, completion of medical aid authorization forms, medical reports and letter, and medico-legal forms.

**ENQUIRIES APPLICATIONS** : Dr H Burger Tel No: (021) 938-5992, email. [henrietteburger@sun.ac.za](mailto:henrietteburger@sun.ac.za)  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the 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 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** : 23 May 2025

**POST 15/296** : **PHARMACY SUPERVISOR GRADE 1**  
Cape Winelands Health District

**SALARY** : Grade 1: R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.

**CENTRE REQUIREMENTS** : TC Newman CDC  
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirement of the job: Valid Code (B/EB) drivers' license and willingness to travel in the subdistrict. Willingness to work overtime when and if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Outlook). Sound Management, communication and conflict handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.

**DUTIES** : Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational medicine use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.

**ENQUIRIES APPLICATIONS** : Ms. S Theron Tel No: (021) 862-4520  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 23 May 2025

**POST 15/297** : **REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X6 POSTS)**  
(4 Year Contract)

**SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Tygerberg Hospital (X5 Posts)  
Parow Valley and Paarl Hospital (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia (DA(SA)) successfully completed. Effective

	leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.
<b><u>DUTIES</u></b>	: Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.
<b><u>ENQUIRIES</u></b>	: Prof S Chetty Tel No: (021) 938-9226
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for the post. 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 registrar-ship 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 Stellenbosch University 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 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)".
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/298</u></b>	: <b><u>DEPUTY DIRECTOR: FINANCIAL MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R849 702 per annum, (A portion of the package can be structured to the individual's personal needs).
<b><u>CENTRE</u></b>	: Mitchells Plain District Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience in a Finance/Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's licence and willingness to travel. Competencies (knowledge/skills): Effective management of revenue and expenditure budget of the institution. Effective financial control for institution. Effective management of SCM processes for Hub and Spoke principled model implanted in the Sub Structure. Effective asset management for Hub and Spoke principled model implanted in the Sub Structure. Effective patient administration. Effective Information Management for data collection and reporting. Effective people management of component.
<b><u>DUTIES</u></b>	: Ensure compliance to QC and Vetting Committee, Bid Committee and AOS. Effective warehouse management. Provide adequate service to all platforms and end users in the hospital and the facilities. Ensure regular asset count for hospital and facilities. Remain within the target set by head office for total payments paid within 30 days. Monitor all agency payments. Present expenditure reports and trends in monthly meetings. Meet revenue budget targets. Release accounts within 14 days and follow up on accounts. Ensure accuracy in capturing patient information. Ensure quality improvement plans for timeous authorization and follow up of medical aid approvals, rejections and accounts. Support to Supervisors and components, identify weaknesses in the various units and monitor progress and improvement plans. Determine training and development needs for staff within the various units.
<b><u>ENQUIRIES</u></b>	: Mr EA Swart Tel No: (021) 377-4306
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: Candidates may be subjected to a competency test. No payments of any kind are required when applying for this post. 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.

**CLOSING DATE**

: 23 May 2025

**POST 15/299**

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY**

: R693 096 per annum

**CENTRE**

: Uniondale CC, George Sub District

**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. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with 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 in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): -Exposure to managerial functions in Primary Health Care Facilities. Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint).

**DUTIES**

: Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.

**ENQUIRIES**

: Ms MJF Marthinus Tel No: (044) 814 - 1100

**APPLICATIONS**

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

**NOTE**

: No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

**CLOSING DATE**

: 23 May 2025

**POST 15/300**

: **OPERATIONAL MANAGER NURSING (SPECIALITY AREA: NEONATOLOGY)**

**SALARY**

: R693 096 per annum

**CENTRE**

: Tygerberg Hospital, Parow Valley

**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 Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse and Midwife with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES**

: The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in a Neonatology area. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

: Mrs F Baartman Tel No: (021) 938-4055

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

: 23 May 2025

**POST 15/301**

: **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**  
Cape Winelands District

**SALARY**

: R656 964 per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Montagu CDC, Langeberg Sub-district
	:	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. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing 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/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): In depth knowledge and application of Ideal Clinic. In depth knowledge and application of Nursing, public service legislation, the Practical Approach to Care Kit, including Community Oriented Primary Care. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel; PowerPoint).
<b><u>DUTIES</u></b>	:	Operational and strategic Service Delivery management for the Sub-district, for Burden of disease management of Prioritized APP/DHP/AOP targets (i.e. CDC's, clinics, and mobiles). Internal Governance and Leaderships of special service programs: COPC project, Quality improvement, Staff allocation, Registry Hygiene, Clinical and Pharmacy governance, Clinic Flow External governance and aligning: COPC, Facility Committee/Stakeholder Engagements, Public-Private- Partnerships; NGO staff management, Ecosystem alignment. Leadership and People Management- People Administration and Development. Strategy and Health Support: Data interpretation and strategic guidance to improve outcomes Finance, Asset, Infrastructure and Supply Chain Management
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs MP Williams Tel No: (023) 626-8542
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test and a competency test will form part of the selection process. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/302</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION, PREVENTION AND CONTROL)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R549 192 per annum
	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/ recognisable experience in nursing after registration with the South African Nursing Council in General Nursing. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Good verbal and written communication skills. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<b><u>DUTIES</u></b>	:	Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service at Tygerberg Hospital. Identify the need for standards, policies and procedures regarding IPC. Participate in developing the standards and monitor the implementation process. Effective management and utilisation of resources to ensure operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs F Baartman Tel No: (021) 938-4055
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/303</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OCCUPATIONAL HEALTH AND SAFETY)</u></b>
	:	Chief Directorate: Rural Health Services: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R476 369 (PN-B1) per annum
	:	Grade 2: R583 989 (PN-B2) per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Valkenberg Hospital
	: 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. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Occupational Health Nursing Science. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum period of 14 years actual service and/or appropriate/ recognizable post-registration experience in General Nursing. At least 10 years of this period must be appropriate/ recognizable experience in the Occupational Health and Safety after obtaining the relevant 1 year post basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation. Computer literacy (MS Word, Excel and Outlook).
<b><u>DUTIES</u></b>	: Manage the staff wellness clinic, promote wellness and prevent injuries and diseases in the workplace and provide training to staff. Conduct risk assessment and audits. Provide occupational Health clinical services and a safe and healthy workplace. Provide advisory services on OHS matters. Provide an effective and efficient administrative system and control of the occupational health clinic.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr Mapitsi Photo Tel No: (021) 826-5801
	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. 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 to candidates who apply for the first time for registration in the post basic qualification in: Occupational Health Nursing Science with the South African Nursing Council. 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.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/304</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Groote Schuur Hospital
	: 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: Orthopaedic Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Inherent requirement of the job: To work shifts including weekends, public holidays and night duty. To rotate to other units within the Orthopaedics department 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.
<b><u>DUTIES</u></b>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Specialist Nurse in Orthopaedic Nursing. 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 orthopaedic patients. Assist with administrative duties, e.g. data collation and reporting.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mrs N Rasmus Tel No: (021) 404 3181
	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of 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 Medical and Surgical Nursing Science: Orthopaedic Nursing.

**CLOSING DATE**

: 23 May 2025

**POST 15/305**

: **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

Garden Route District

**SALARY**

: Grade 1: R476 367 per annum  
Grade 2: R583 989 per annum  
Plus, an 8% non-pensionable rural allowance of your annum basic salary.

**CENTRE**

: Haarlem CC, George Sub District

**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 as Professional Nurse and Midwife. Post-basic qualification, with 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 a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

**DUTIES**

: Assist with the management of the Burden of Disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

**ENQUIRIES**

: Ms MJF Marthinus Tel No: (044) 814-1100

**APPLICATIONS**

: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://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 the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

**CLOSING DATE**

: 23 May 2025

**POST 15/306**

: **ANALYST DEVELOPER**

Directorate: Management Accounting

**SALARY**

: R468 459 per annum

**CENTRE**

: Head Office, Cape Town based at Bellville Health Park

**REQUIREMENTS**

: Minimum educational qualification: Appropriate three-year National Diploma or Degree (e.g. IT Degree, Mathematics, Accounting, or other subject with numerical orientation) or equivalent. Experience: Appropriate experience working with data and Information Systems. (e.g., gathering, cleaning, integrating, and analysing datasets. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Problem solving, Analytical and innovating thinking, Computer literacy and proficiency with MS Word, Excel, Power Point and data management software. Report writing, Planning and organising and Sound knowledge of Microsoft Technologies that manipulate datasets (Azure) and SQL. Knowledge of SDLC (Software Development Life Cycle).

**DUTIES**

: Finance business and systems analysis to understand the requirements of Finance reporting and analysis, work with IT in developing software development-design programs from program specifications to meet Finance requirements, resulting in draft model/project plan, Liaison with client/business partner and vendors to ensure that business requirements are met. Knowledge of Software Development and Coding, which includes various programming languages. Requirement Analysis and Solution Design, which includes gathering and analyzing business requirements. Database management, which includes writing queries and stored procedures.

	Collaboration and Documentation (Entity relation diagrams, context diagrams, etc.) Develop Power BI dashboards and publish them.
<b><u>ENQUIRIES</u></b>	: Mr. F Adonis Tel No: (021) 815 8643
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/307</u></b>	: <b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS (COLLECTIVE BARGAINING)</u></b> Chief Directorate: Employee Relations
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law or Labour Relations. Experience: Appropriate experience in Labour Relations, with specific reference to the collective bargaining sector, in the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal, planning, organising skills and conflict management skills. Ability to think analytically and the ability to resolve problems. Bargaining skills and knowledge of collective bargaining structures and processes. Understanding of service delivery within essentials services sector and strike management. Investigative and presiding knowledge and skills in respect of disciplinary matters/hearings. Dispute resolution skills and knowledge. Computer Literacy in Ms Office Skills.
<b><u>DUTIES</u></b>	: Manage and coordinate all administrative and logistical functions relating to the PHSDSBC, CCPWC forums, other collective bargaining structures and all relevant task teams, and committees emanating from it. Represent the employer at all relevant bargaining council's, chambers and meetings. Monitoring and evaluation of Institutional Management and Labour Committees (IMLC's) within the Department of Health and Wellness. Draft and present reports to management relating to all collective bargaining matters. Manage and co-ordinate any industrial action within the Department. Management of discipline and grievances when required. Represent the employer at conciliation and arbitration hearings. Management of employees within the sub-directorate. Conduct and facilitate relevant labour relations training.
<b><u>ENQUIRIES</u></b>	: Mr FB Van Rooyen Tel No: (021) 831-58655
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/308</u></b>	: <b><u>QUALITY ASSURANCE MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate 4-year Health related National Diploma/ Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in supporting or implementation of quality assurance initiatives in a health care facility. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy skills with MS office suit. Leadership-, interpersonal, good communication and organisational skills. Knowledge of Quality Management, Occupational Health and Safety and Infection Prevention and Control in the health sector. Knowledge and understanding of relevant policies and legislation related to Health in the public sector and health systems delivery. Experience in customer care and complaints management.
<b><u>DUTIES</u></b>	: Effectively coordinate and manage Quality and Risk programmes. Collect, analyse data and provide technical reports and presentations, including quality improvement plans, for internal and external stakeholders. Manage compliance and improvement in terms of: Ideal Facility, Adverse Patient Incidents, Compliments, Complaints and Suggestions, Patient Experience of Care and PAIA. Contribute to quality improvement through staff wellness and development, information sharing, training and SOP development.
<b><u>ENQUIRIES</u></b>	: Mr. JW Lucas Tel No: (021) 918-1224
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payments of any kind is required when applying for the post. 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. Candidates will be subjected to a written/practical and oral assessment and competency assessment.
<b><u>CLOSING DATE</u></b>	: 23 May 2025

<b><u>POST 15/309</u></b>	:	<b><u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE</u></b> Directorate: Health Intelligence
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three year National Diploma or Degree with subjects relevant to Information Management. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work away from home and work overtime when required. Competencies (knowledge/skills): Analytical and conceptual skills including numeracy, problem solving and business analysis. Project and staff management skills with an ability to perform confidently in a complex environment under pressure. Collaboration and interpersonal skills including excellent communication, writing and relationship management skills. Technical and system knowledge: Excellent computer skills (MS Office) with knowledge of Western Cape Government Health and Wellness electronic systems. Power-BI skills will be an advantage. Administrative and policy skills: Office admin, human resource knowledge and skills with strong leadership, management skills.
<b><u>DUTIES</u></b>	:	Develop an operational plan aligned with the strategic plan and department imperatives and ensure implementation of it through project management. Ensure the effective development, implementation and management of national and provincial information policies and systems through standardized data collection, stakeholder engagement, cross-team collaboration, and the expansion of automation and digitization. Ensure departmental data meets quality criteria through standardized processes, timely submission, and robust audit support, including conducting internal audits, monitoring compliance, compiling feedback reports, training, supporting facilities and compliance teams during audits, and developing and implementing effective data quality tools and procedures. Provide strategic support through accurate and timely information and knowledge and performance reporting. Supervise, manage, lead and upskill a cohesive team/unit according to the relevant policies and procedures.
<b><u>ENQUIRIES</u></b>	:	Ms L Shand Tel No: (021) 483 2639 or <a href="mailto:Lesley.Shand@westerncape.gov.za">Lesley.Shand@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/310</u></b>	:	<b><u>CASE MANAGER</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience preferably at hospital level, alternatively at a medical scheme or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.
<b><u>DUTIES</u></b>	:	Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. -Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.
<b><u>ENQUIRIES</u></b>	:	Ms J Jooste Tel No: (021) 938-4140
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	23 May 2025

<b><u>POST 15/311</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HRM (COMPLIANCE)</u></b> Directorate: People Strategy, Sub-Directorate: People Management and Training
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, (Based at Groote Schuur Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and Auditor General enquiries and audits. Inherent requirement of the job: Valid Code 8 (B, EB) driver's license (certified copy). Willingness to work away from home on a regular basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing, and audits skills. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.
<b><u>DUTIES</u></b>	:	Perform relief function at Health facilities in the absence of People Management Staff Assist People Management with identified People Management functions: backlogs, OSD grade progressions, service terminations, ect. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Strategy Advisory Compliance reports, regarding People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of People Management Legislation, policies, practices and conditions of service. Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management. Sample testing of People Management practices and process on Audit Action Plan to verify correct reporting. Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to manager during PM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
<b><u>ENQUIRIES</u></b>	:	Mr BS Samuels Tel No: (021) 815 8763
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/312</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate supervisory and management experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids and Contract management. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and or Syspro and the Electronic Procurement System (EPS). Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and Contract Management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting Officer System for Goods and Services (16A) as well as Infrastructure (16B).
<b><u>DUTIES</u></b>	:	Effective and efficient management of the Procurement in a Logis and Electronic Procurement System (EPS) environment. Perform the duties as an Approver on EPS. Manage an overall effective and efficient Demand and Acquisition process for the institution. Management of Supplier Non-Performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure that the Contract Management and Procurement Component is effective as well as efficient. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, grievances and SPMS.
<b><u>ENQUIRIES</u></b>	:	Mr S Ntsonkotha Tel No: (021) 658-5892 and/or Ms. C Castles Tel No: (021) 658-5780
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025

<b><u>POST 15/313</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT (LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development in Public Sector. Appropriate experience in PERSAL. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resources Development and Training, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e. Word, Excel and PowerPoint). Ability to work independently.
<b><u>DUTIES</u></b>	:	Interpret Labour Relations and Human Resources Development and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD Training Committee including representing the hospital at all Labour Relations and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all Labour Relations and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness Interventions at the institution.
<b><u>ENQUIRIES</u></b>	:	Mr A Horak Tel No: (021) 834-5884
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. 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.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/314</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the areas of Patient Administration in a health environment (includes Mental Health Care and Waiting List Coordination). Appropriate Case Management experience. Appropriate experience in HIS systems. Appropriate CLINICOM experience. Appropriate Accounts Receivable (AR) experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in MS Office. Understanding of patient service delivery. Knowledge of UPFS, ICD-10 Coding, EDI Procedure, Medical Scheme Act 131 of 1998, PFMA of 1999, hospital information systems (e.g., CLINICOM, AR, JAC, BI) and the Mental Health Care Act (No 17 of 2002). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines.
<b><u>DUTIES</u></b>	:	Supervision of staff and liaison with relevant role players in matters relating to the areas of admissions, ward support, mental healthcare and waiting list sections. Improve patient flow and folder administration. Sound communication with respect to updating clinical information for externally funded clients and audit of H2-P invoices. Clear interpretation and implementation of policies, protocols and procedures relating to case management, admissions, ward administration and mental healthcare compliance. Evaluate and Monitor ICD-10 Coding for all hospital patients. Render support to Management and the rest of the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms E van der Westhuizen Tel No: (021) 833-9445
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. 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
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/315</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum

	Grade 2: R463 941 per annum
	Grade 3: R543 099 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Khayelitsha District Hospital, Khayelitsha/Eastern Sub-Structure Office</p> <p>Minimum educational qualification: An 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: <b>Grade 1:</b> None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the 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. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa 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. <b>Grade 3:</b> A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the 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 requirements of the job: Willingness to work after hours. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients. Ability to be flexible and innovative in response to differing client needs and work within the interdisciplinary team. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Computer literacy in MS Office.</p>
<b><u>DUTIES</u></b>	<p>Provision of Occupational Therapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures/ persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Dr A Martin Tel No: (021) 360-4336</p> <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>No payment of any kind is required when applying for the 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 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).</p>
<b><u>CLOSING DATE</u></b>	23 May 2025
<b><u>POST 15/316</u></b>	<p><b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b></p> <p>Directorate: Supply Chain Management, Western Cape Health Warehouse</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R325 101 per annum</p> <p>Head Office, Cape Town</p> <p>Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and /or Accounting as a 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 the full spectrum of Supply Chain Management, with the main focus being on Inventory Management and Warehousing. Appropriate warehouse experience in operations. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Supervisory skills. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.). Good managerial and supervisory skills Good written and verbal communication skills. Knowledge of PFMA, Finance instructions, Treasury regulations, inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO/LOGIS/MEDSAS. Knowledge and ability to apply the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook) Uphold good warehouse practices.</p>
<b><u>DUTIES</u></b>	<p>Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage inventory, consumable stock levels and Bi-Annual stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Mr Y Fisher, email: <a href="mailto:yahn.fisher@westerncape.gov.za">yahn.fisher@westerncape.gov.za</a></p> <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>No payment of any kind is required when applying for this post.</p>
<b><u>CLOSING DATE</u></b>	23 May 2025



<b><u>POST 15/317</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a 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 (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Be able to manage a team of Procurement Clerks Knowledge and experience of the Procurement process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and maintenance services 16B.
<b><u>DUTIES</u></b>	:	Facilitate the Procurement process for Red Cross War Memorial Children's Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorise transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other) Accurate and timeous reporting of information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding Supply Chain matters. Effective management of Institution's Infrastructure procurement. Ability to work overtime as and when required. Developing and training staff in Supply Chain Management. Perform supervisory functions by advising training and development of own staff.
<b><u>ENQUIRIES</u></b>	:	Mr S Ntsonkotha Tel No: (021) 658 5892
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/318</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PALLIATIVE CARE)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Matzikama Sub-district Office, Matzikama Sub-district: West Coast District
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel across the Sub-district. Willingness to complete the online course in Palliative Care once appointed. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Office).
<b><u>DUTIES</u></b>	:	Direct client care through provision of optimal, holistic nursing care. Stakeholder engagement. Education and training. Administration and Service delivery design and support. Monitoring and Evaluation.
<b><u>ENQUIRIES</u></b>	:	Dr JE Eygelaar Tel No: (027) 2134070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidate 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 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 other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025

<b><u>POST 15/319</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1 to 3 (X3 POSTS)</u></b> Chief Directorate: Metro Health Services Mitchells Plain Hospital
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain District Hospital
<b><u>REQUIREMENTS</u></b>	:	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. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Willingness to rotate to other departments due to operational requirements. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Geswindt Tel No: (021) 377 -4410
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the 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 Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/320</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: SCHOOL HEALTH)</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Robertson CDC, Langeberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	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. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work after hours and to travel as required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.
<b><u>DUTIES</u></b>	:	Provide clinical school health services to learners with parental consent in schools, i.e. health assessment, immunisation and deworming. Participate in campaigns. Support the CCW and the teacher as part of the team within the school environment as well as the professional nurse in special schools. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays. Monitor referrals and link with community structures. Monitor and Evaluate the Program, data management and reporting.
<b><u>ENQUIRIES</u></b>	:	Mrs. MP Williams Tel No: (023) 626-8542
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test may 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 post within Langeberg Sub-district for a period of 3 months from date of advert.

**CLOSING DATE**

:

23 May 2025

**POST 15/321**

:

**OCCUPATIONAL THERAPY TECHNICIAN**

**SALARY**

:

R269 106 per annum

**CENTRE**

:

Nelspoort Hospital

**REQUIREMENTS**

:

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: **Grade 1:** None after obtaining an appropriate qualification that allows for registration as an Occupational Therapist with the Health Professional Council of South Africa (HPCSA). **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for registration as an Occupational Therapy Technician with the Health professional Council of South Africa (HPCSA). Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Basic computer literacy. Ability to work in a team and independently. The ability to communicate (written + verbal) Ability to be flexible and innovative in response to differing client needs. Assisting in wheelchair repairs. Manage own caseload independently under the supervision of an OT. Accurate and timeous completion of relevant administrative forms/tasks. Regular and accurate stock checks Sound knowledge of various physical and mental health conditions and management thereof. Supervision experience with regards to patients.

**DUTIES**

:

Implementation of specific Occupational Therapy Clinical Service under the Supervision of an Occupational Therapist. Assisting and presenting of hand activities (arts and crafts, needlework ect.) Contributes to specific Occupational Therapy Assessments through conducting screening evaluations according to set clinical protocols and guidelines. Contributes to Occupational Therapy Intervention through planning, implementing and evaluating activities according to prescribed program. Performs all administrative tasks related to Clinical Service Delivery including record keeping and data information. Assist with progress and development of OT program. General Administrative Duties not related to Clinical Service Delivery. Including stocktakes and quality control. Contributes to Physical Resource management. Attending relevant meetings.

**ENQUIRIES**

:

Ms R Jonker Tel No: (023) 414 8200/48

**APPLICATIONS**

:

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

**NOTE**

:

No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written 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 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 the date of advert.

**CLOSING DATE**

:

23 May 2025

**POST 15/322**

:

**ADMINISTRATION CLERK: SUPPORT (GENERIC)**

Garden Route District

**SALARY**

:

R228 321 per annum

**CENTRE**

:

Thembalethu CDC, George Sub District

**REQUIREMENTS**

:

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Health Information Systems (PHCIS, Sinjani,Tier.Net/ETR and Ideal clinic capturing): Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing) The ability to accept accountability and responsibility and to work independently and unsupervised Excellent communication skills (verbal and written). NOTE: No payment of any kind is required when applying for the post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.

**DUTIES**

:

Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry Plus functions. Completion of registration and updating of patient information Effective data management and administer quality monitoring.

	Effective data capturing, interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
<b><u>ENQUIRIES</u></b>	Ms M Marthinus Tel No: (044) 8141100
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for the post. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	23 May 2025
<b><u>POST 15/323</u></b>	<b><u>ADMINISTRATION CLERK: SUPPORT(WARDS)</u></b> Garden Route District
<b><u>SALARY</u></b>	R228 321 per annum
<b><u>CENTRE</u></b>	Riversdale Hospital, Hessequa Sub-district
<b><u>REQUIREMENTS</u></b>	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in electronic administration. Appropriate administrative experience in a health environment. Inherent requirements of the job: Willingness to relieve other ward clerks/ office of the Nursing Manager and work above your normal hours when required. Willingness to work flexitime/shifts and on weekends/Public holidays Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Sound communication skills with internal and external clients (Verbal and written), numerical skills and the ability to maintain confidentiality. Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability and responsibility, have strong organizational skills and to work independently and unsupervised.
<b><u>DUTIES</u></b>	Deliver a professional, confidential, efficient patient administration service – including admission and discharge of patients on Clinicom, liaise with clients, ensure follow-up appointments, revenue generation, booking of patient transport and dealing with transport arrangements on discharge and between Hospitals. Information management, recording and collation of daily, weekly and monthly patient statistics. Information management, recording and collation of daily, weekly and monthly patient statistics. Order, monitor and control stock, consumables and equipment manually, as well as electronic processing on LOGIS. Support the Nursing Management and department, by providing additional administrative relief of colleagues, arrange meetings, and taking and typing of minutes and agendas. Deliver an effective administrative support service to members of the hospital health team through supportive functions, e.g. booking of theatre cases, follow-up's and OPD lists; completion and filing of documents and patient folders; management of correspondence; capturing Patient Safety Incidents, Complaints and Compliments and Adverse Incidents on the system and dealing with telephone enquiries.
<b><u>ENQUIRIES</u></b>	Ms T. Oerson Tel No: (028) 713-8686
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a competency assessment.
<b><u>CLOSING DATE</u></b>	23 May 2025
<b><u>POST 15/324</u></b>	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b> Directorate: People Development Centre, People Development, Plumstead
<b><u>SALARY</u></b>	R228 321 per annum
<b><u>CENTRE</u></b>	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in training administration, data capturing and stakeholder engagement. Inherent requirement of the job: Valid Code B/EB driver's Licence. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word).
<b><u>DUTIES</u></b>	Training administration support to PDC clinical unit staff. Administrative support with monitoring, evaluation and reporting activities. Administrative support to district managers and PD units regarding clinical training courses. Additional support duties as assigned by PDC management.
<b><u>ENQUIRIES</u></b>	Ms E Joubert Tel No: (021) 763-5320
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	23 May 2025
<b><u>POST 15/325</u></b>	<b><u>ADMINISTRATION CLERK: FINANCE/FEES (CASE MANAGEMENT)</u></b>
<b><u>SALARY</u></b>	R228 321 per annum
<b><u>CENTRE</u></b>	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a 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 a Fees-related/ Case Management/ Healthcare Facility environment. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy. Good communication skills (verbal and written). Strong sense of confidentiality. Knowledge of ICD 10 coding, ICD 9/ UPFS coding, Hospital Fees Memorandum 18, HIS, Clinicom, AR, Billing and Finance instructions.

**DUTIES** : Rendering an administrative support to Case Managers within the Hospital, by obtaining authorization for hospital stay or visit. Confirm Medical Aid Membership and ascertain availability of benefits for effective case management purposes. Assist and Ensure efficient workflow processes accurately runs by updated record keeping/ follow-up and obtaining of motivation regarding patient clinical information during the authorization process. Provide patient quotations accurately and record all information regarding Estimation of Costs private funders, special accounts and Medical Schemes, patients or clients. All information to be captured on system. Relieve/Stand-in for colleagues within our department and undertaking various other case management clerical duties as and when required. Communication within Case Management Divisions - Resolve all Medical Aid Authorization Enquiries Telephonic/ Personal/Written queries relating to Medical Aid Authorizations & Confirmations of Admissions. Liaising with the healthcare providers when additional clinical information is required in obtaining authorization and do the required submissions.

**ENQUIRIES** : Ms P Ackerman Tel No: (021) 404 3470  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 23 May 2025

**POST 15/326** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT**  
Overberg District

**SALARY** : R228 321 per annum  
**CENTRE** : Hermanus Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent), Experience: Appropriate experience in Human Resource Management, PERSAL. Inherent requirements of the job: -Valid (Code B/EB/C1) drivers' license. Willingness to work overtime. Competencies (knowledge/skills): Excellent verbal and written communication. Computer literacy (MS Office). PERSAL introduction certificate. Knowledge and experience in PERSAL and the relevant functions.

**DUTIES** : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist personnel with PERMIS. Ensure correct application of Human Resource policies. Provide an effective support function to Supervisor.

**ENQUIRIES** : Ms B Oliver Tel No: (028) 313 5221  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Short listed candidates may be subjected to a practical test.  
**CLOSING DATE** : 23 May 2025

**POST 15/327** : **ADMINISTRATION CLERK SUPPLY CHAIN MANAGEMENT**  
Garden Route District

**SALARY** : R228 321.per annum  
**CENTRE** : Garden Route District Office, George  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a 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 practical experience in Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in Districts. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal, numeracy and written). Computer literacy (MS Word, Excel and Outlook), attach proof or mentioned in CV. Sound theoretical and practical knowledge of policies regarding Financial-, Supply Chain-, Warehouse- and Asset Management, LOGIS system functions, PFMA, Treasury Policies and Legislation pertaining to Supply Chain Management. Able to multi-task, function independently and under pressure in a physically demanding environment.

**DUTIES** : Demand- and Acquisition Management. The receipt and payment of goods and services via the correct processes and the system functions related to the procedures. Assists with the management of assets and inventory, including stocktakes, inspections and disposals. Reconcile accounts/statements on a monthly basis.

**ENQUIRIES** : Dr H Burger Tel No: (021) 938-4727, e-mail. [henrietteburger@sun.ac.za](mailto:henrietteburger@sun.ac.za)

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical test.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/328</u></b>	:	<b><u>ADMINISTRATION CLERK: WARDS (B4 OBSTETRICS8)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration within a Hospital or Healthcare environment. Inherent requirements of the job: Willingness to relieve at various patient administration service points of the Hospital. Competencies (knowledge/skills: Computer literacy in Microsoft Package. Experience in Patient Administration Systems, i.e. Clinicom. Experience in Stock Management and Logistics. The ability to work independently and as part of a team. Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Perform Patient Administrative functions within the Ward which include transport bookings, patient queries, reviewing of patient information, perform daily ward rounds and ensuring all patient movements are captured on Clinicom. Ensuring resources within the ward is managed effectively, replenishment of stock and managing stock. Performing data collection and compilation duties for the various Wards / Units on a monthly basis. Providing effective general administrative support to the Ward and Hospital.
<b><u>ENQUIRIES</u></b>	:	Ms R October Tel No: (021) 402-6416
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar other vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/329</u></b>	:	<b><u>ADMINISTRATION CLERK SUPPLY CHAIN</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a 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 practical experience in Supply Chain Management. Inherent requirements of the job: -Valid (Code B/EB) driver's license. Competencies (knowledge/skills: - Ability to execute duties accurately and thoroughly. Competent in MS Word and Excel. Knowledge and exposure to the Public Finance Management Act (PFMA), Regulations, Supply Chain Management and Financial Instructions. Knowledge and experience of LOGIS (Logistical Information System).
<b><u>DUTIES</u></b>	:	Timeous procurement of goods and services according to prescripts and policies. Regular follow-up on outstanding orders. Ensure audit compliance regarding orders. Assistance with administration, regarding Contracts Management. File source documents. Handle telephonic and written enquiries from suppliers (companies) and user departments. Display the core values of the Department of Health, Western Cape Government.
<b><u>ENQUIRIES</u></b>	:	Ms E Abrahams Tel No: (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/330</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a 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 Finance Experience. Appropriate experience in LOGIS. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Computer literacy MS Office. Processing Logis payments.
<b><u>DUTIES</u></b>	:	Effective and efficient payment of creditors on the LOGIS systems. Effective and accurate filing of payment batches (Document Control). Support to supervisor, Colleagues and other

	Departments. Assist with compiling information for IFS/AFS. Effective and efficient statement reconciliation of suppliers/creditors.
<b><u>ENQUIRIES</u></b>	: Mr X Damini Tel No: (044) 802-4995 / 4401
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/331</u></b>	: <b><u>STAFF NURSE GRADE 1 TO 3 (INTENSIVE CARE UNIT AND PAEDIATRIC WARD 30 BEDS) (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	: New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Proof of annual registration with the SANC. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to rotate and assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.
<b><u>DUTIES</u></b>	: Provide basic clinical nursing care. Development and implementation of basic patient care plans. Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Effective record keeping.
<b><u>ENQUIRIES</u></b>	: Ms S Basardien Tel No: (021) 402-6485
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. 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 a 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.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/332</u></b>	: <b><u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	: Stellenbosch Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards of the hospital. Ability to work under pressure. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<b><u>DUTIES</u></b>	: Development and implementation of basic patient care plans to manage the physical care of patients. Effective basic clinical nursing care of patients by managing the burden of disease. Effective utilization of resources by managing stock and equipment. Manage self-development and keeping ethical standards through effective management of professional growth and ethical standards.
<b><u>ENQUIRIES</u></b>	: Ms. Rene de Silva Tel No: (021) 808-6103
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the 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 Stellenbosch Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/333</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Vredendal Hospital, Matzikama Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and equipment and proper maintaining thereof. Maintain professional growth and ethical standards and seek training opportunities. Functioning within the multi-disciplinary team.
<b><u>ENQUIRIES</u></b>	:	Mr LK Wagenaar Tel No: (027) 2132039
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 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 other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/334</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Prince Albert Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a health environment. Appropriate administrative and supervisory experience in a Health Sector. Inherent requirements of the job: Valid driver's licence and willingness to travel. Willingness to work overtime, shifts, weekends and public holidays when required. Competencies (knowledge/skills): Ability to communicate effectively. Excellent filing and recordkeeping skills. Knowledge of linen and stock control. Knowledge of infection control. Ability to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Control of cleaning services at Hospital as well as Nurses home. Supervision of household aids/cleaner as well as laundry staff. Stock, equipment and inventory control. Logistical arrangement of training and workshop functions. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms M Viljoen Tel No: (023) 814-2982
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").



<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. 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.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/335</u></b>	:	<b><u>LINEN SUPERVISOR</u></b> West Coast District
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	West Coast TB Centre (Sonstraal Hospital, Paarl)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / grade 9 (Std 7). Experience: Appropriate supervisory and practical experience in a hospital. Appropriate experience in linen/ laundry service. Appropriate clerical or administration experience. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to interpret the Western Cape Hospital Linen management policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word, Excel, and Outlook).
<b><u>DUTIES</u></b>	:	Responsible for overall planning, control, organising, performing, and coordinating tasks related to linen management and be part of the pre-condemning of hospital linen. Supervise and manage personnel in their performance, as well as all other administrative duties and human resource related duties (i.e. staff performance, grievances, and discipline) Liaise with various internal departments regarding hospital linen matters and be part the pre-condemning of hospital linen. Correct handling and perform all aspects of soiled and clean linen. Conduct linen audits. Monitor contractual obligations in terms of the outsourced contracted hospital linen service provider.
<b><u>ENQUIRIES</u></b>	:	Mr HL Siegelaar Tel No: (021) 837-8097
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/336</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 To 3 (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Provision of Quality Nursing Care to health care users. Appropriate experience in a Health environment.
<b><u>DUTIES</u></b>	:	Provide basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include Patient Hygiene, Nutritional Status, Mobility and elimination needs. Maintaining professional growth, Ethical Standards and Self-development. Record keeping. Support to supervisor and colleagues by team participation. Maintain a degree of professionalism in the execution of duties.
<b><u>ENQUIRIES</u></b>	:	Mr. R Geswindt Tel No: (021) 377-4410
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/337</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (CHILDREN'S WARD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum

	Grade 2: R203 271 per annum
	Grade 3: R239 559 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Karl Bremer Hospital : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Current registration with SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willing to rotate in other wards when required. Willingness to work shifts (day and night), weekends, public holidays and overtime. Competencies (knowledge/skills): Good Interpersonal and communication skills. Ability to work independently, but also as a part of a team.
<b><u>DUTIES</u></b>	: Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms E Linden-Mars Tel No: (021) 918-1276 : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: The pool of applicants will be considered for 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 practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/338</u></b>	: <b><u>TRADESMAN AID</u></b> : West Coast District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R163 680 per annum : Sonstraal Transitional Care Hospital, Paarl : Minimum educational qualification: Grade 10 or equivalent certificate. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid (code B) drivers' licence. Willingness to work and travel within the West Coast TB Centre (Sonstraal Hospital, Paarl & ID Hospital, Malmesbury). Physically able to do hard manual labour. Ability to do overtime and standby duties. Competencies (knowledge/skills): Basic reading and writing skills. Ability to read and write written instructions.
<b><u>DUTIES</u></b>	: Provide an effective and efficient assistant maintenance and technical support service to the institution(s). Provide excellence service to internal and /or external clients. Maintenance of instalations, machinery, equipment and tools. Render a support function in the workshop. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr HL Siegelaar Tel No: (021) 815-8091 : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	: 23 May 2025
<b><u>POST 15/339</u></b>	: <b><u>STERILIZATION OPERATOR PRODUCTION</u></b> : Cape Winelands District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R163 680 per annum : Brewelskloof Hospital : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate and relevant experience working in a decontamination and sterilization unit within a hospital. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays and night duty and overtime when necessary. Competencies (knowledge/skills): Knowledge of the decontamination and sterilisation processes in different areas in the health setting. Good interpersonal and numerical skills. Ability to work in a team environment and independently.
<b><u>DUTIES</u></b>	: Provide effective sterilization service to the hospital and the relevant clinics and promote/adhere to infection control as well as health and safety regulations. Use and maintain autoclaves, PPE and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels and issue stock according to departmental needs. Support supervisor with record keeping, projects and functioning within the multi-disciplinary team.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. NL Mahashe Tel No: (023) 348-1311 : Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: 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.
<b><u>CLOSING DATE</u></b>	: 23 May 2025

<b><u>POST 15/340</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Matzikama Sub-district Office, Matzikama Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods in a health environment. Inherent requirement of the job: Valid (Code C1) driver's license and willingness to travel. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of routine, maintenance inspections for defects on vehicles and safe driving skills. Must be of sober habits.
<b><u>DUTIES</u></b>	:	Transporting of staff rendering the service on the dental mobile unit, the dental unit & equipment. Maintenance of the dental mobile unit (vehicle and equipment). Perform administrative duties. Render support function to supervisor and oral health team.
<b><u>ENQUIRIES</u></b>	:	Dr AO Hofmeester-Oncke Tel No: (027) 2134070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/341</u></b>	:	<b><u>PORTER</u></b> West Coast District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Sonstraal Transitional Care Hospital, Paarl
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts and over weekends. Ability and willingness to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to work and communicate with internal and external patients. Good interpersonal and communication skills. Willingness to work in a team.
<b><u>DUTIES</u></b>	:	Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment to and from departments. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Responsible for the cleanliness of wheelchairs. Respond to request from wards/departments.
<b><u>ENQUIRIES</u></b>	:	Mr. HL Siegelaar Tel No: (021) 837-8097
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/342</u></b>	:	<b><u>HOUSEHOLD AID (X2 POSTS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	West Coast TB Complex: Sonstraal Hospital, Paarl (X1 Post) Infectious Disease Hospital, Malmesbury (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate / recognisable experience in cleaning, linen management and handling of food. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night duties, rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Incumbent must have the ability to mix cleaning fluids, count and calculate linen supply. Read diet lists. Good planning, organizational and interpersonal skills.
<b><u>DUTIES</u></b>	:	Renders effective, efficient and safe hygiene in wards. Serving of meals and refreshment. Handling and removal of waste. Support to Supervisor. Effective utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Ms N Liebenberg Tel No: (021) 815-8340
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts with the West Coast TB Complex (Sonstraal and ID Hospitals) for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025

<b><u>POST 15/343</u></b>	:	<b><u>FOOD SERVICE AID</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: -Ability to work overtime, shifts which include weekends and public holidays when needed Incumbent must be physically fit to lift heavy objects and be on their feet for long periods of time. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to read, speak and write.
<b><u>DUTIES</u></b>	:	Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
<b><u>ENQUIRIES</u></b>	:	Ms R Potgieter Tel No: (021) 940-4575
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. 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.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/344</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRIC: NEUROLOGY)</u></b> (12-Month Contract) (3 Sessions)
<b><u>SALARY</u></b>	:	Grade 1: R482 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<b><u>CENTRE</u></b>	:	Red Cross Childrens War Memorial Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. <b>Grade 3:</b> 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/ PALS certificate. Applicants must be willing to work morning shifts (8am to 12pm / 9am to 1pm) as required. Applicants must be willing to be flexible with workdays based on service requirements. Applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Ability to provide a comprehensive paediatric service to Paediatric Neurology patients and common paediatric conditions. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<b><u>DUTIES</u></b>	:	Provide a high-quality clinical service to patients and their families across the various clinical areas in the department. Expert assessment and management at a tertiary health care level of a wide range of problems of child neurology conditions, including epilepsy, cerebral palsy and other neurological conditions of childhood under the supervision of the paediatric neurology consultants. Liaison with and specialist consultation to other local, regional and provincial organisations who provide services for children with problems of development and disability, often assisting with school and special needs placement issues. Supervise junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff, undergraduate and post graduate students in paediatric neurology. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Improve

professional competence by regular self-learning and reflection with the application of current evidence.

- ENQUIRIES** : Prof Jo Wilmshurst Tel No: (021) 658 5434 Email: [jo.wilmshurst@uct.ac.za](mailto:jo.wilmshurst@uct.ac.za)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://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** : 23 May 2025

#### **DEPARTMENT OF INFRASTRUCTURE**

- CLOSING DATE** : 26 May 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

#### **OTHER POSTS**

- POST 15/345** : **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: DOI 198/2024 R1**

- SALARY** : Grade A: R761 157 per annum, (OSD as prescribed)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate B degree in Architecture or relevant qualification; A minimum of 3-years post-qualification architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration; Project Management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge in the following: Act/regulations of Occupation Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment. Skills needed: Leadership and organising; Written and verbal communication; Conflict management; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
- DUTIES** : Manage professional project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional Councils, Boards and organisations; Assisting technical staff to achieve the pre-determined performance; indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointment and payment processes.

- ENQUIRIES** : Mr E du Plooy at [Etienne.duPlooy@westerncape.gov.za](mailto:Etienne.duPlooy@westerncape.gov.za)
- 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>

- POST 15/346** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): ROAD USE MANAGEMENT REF NO: DOI 58/2025**

- SALARY** : Grade A: R879 342 - R938 061 per annum  
Grade B: R990 669 - R1 067 235 per annum  
Grade C: R1 127 100 - R1 323 267 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate Civil Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Recent and relevant public sector experience focusing on roads; Applicable experience in transport infrastructure, roads planning and/or design; Experience in the preparation and/or evaluation of Traffic Impact Studies and/or Arterial Management Plans; Experience in the evaluation of traffic impacts on

transport infrastructure due to land use changes; Further formal studies or courses, especially in Traffic Engineering or Transport Studies; and Experience and a sound understanding of technical matters across various engineering design stages for multidisciplinary projects with a special focus on the interface between land use and road management. Competencies: Knowledge of the following: Traffic analysis and assessment of traffic studies and proposals; Transport planning legislation and environment to include: National Land Transport Act (Act 5 of 2009); Spatial Planning and Land Use Management Act (Act 16 of 2013); Road Access Management Guideline and Arterial Management principles. Skills needed: Preparation of written proposals and submissions; Written and verbal communication; Analytical, Evidence-based decision making; Self-management to include planning and organizing of self and projects; Customer focus and responsiveness; Conflict management; Problem analysis and solution development; Proven computer literacy (MS Office); People management; Change management; Willingness to travel on a regular basis; and Ability to work under pressure.

#### **DUTIES**

: Development and maintenance of road use management strategies; Management of the impact of spatial planning on the declared road network; Evaluation of development proposals affecting the road network; Development of Arterial Management Plans; and Liaison with various stakeholders in the transport infrastructure planning environment; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

#### **ENQUIRIES**

: Mr S Carstens at [Schalk.Carstens@westerncape.gov.za](mailto:Schalk.Carstens@westerncape.gov.za)/ Tel No: (021) 483 2203

#### **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>

#### **POST 15/347**

: **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 62/2025**

#### **SALARY**

: Grade A: R879 342 - R938 061 per annum  
Grade B: R990 669 - R1 067 235 per annum  
Grade C: R1 127 100 - R1 323 267 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

#### **CENTRE**

: Department of Infrastructure, Western Cape Government

#### **REQUIREMENTS**

: An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Design of Education Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation – PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems ); Relevant Built Environment especially regarding engineering design and analysis in the construction of Education Facilities; Computer support design of building and services; Programme and project management; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Contract documentation and administration, act/regulations of Occupation Health & Safety(OHS-Act), National Building Regulations, SANS Regulations and all relevant built environment legislation; Public sector procurement; Skills needed: Written and verbal communication; Research and development; Technical report writing; Good interpersonal relations, decision making, analytical, team leadership and financial management; Computer literacy (MS Office, Excel); Ability to work under pressure.

#### **DUTIES**

: Design and installation of electrical engineering works for education facilities in conjunction with other professional disciplines and consulting engineering firms; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Co-ordinate tender procedures; Undertake project leading and investigations; Report on and plan the maintenance of electrical engineering works; Supervise technical personnel; Ensure training and development of staff; Implement legal requirements and standards; Verify documentation compiled by other professional disciplines; Monitor and control expenditure and report on expenditure and service delivery; Continuous professional development to keep up with new technologies and procedures; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of

technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilization; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES APPLICATIONS** : Ms T Potgieter Tel No: (021) 483 4881  
: 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>

**POST 15/348** : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 66/2025**

**SALARY** : Grade A: R879 342 - R938 061 per annum  
Grade B: R990 669 - R1 067 235 per annum  
Grade C: R1 127 100 - R1 323 267 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment experience especially regarding electrical engineering design and analysis in the construction of office and general buildings and facilities; Computer-aided design of buildings and services; Design of different electrical systems; Knowledge of access control and CCTV Camera systems; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office/Projects/Revit/ AutoCAD, Communication (written and verbal) skills; People Management skills; Technical report writing skills; Leadership, communication, organising skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.

**DUTIES** : Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).

**ENQUIRIES APPLICATIONS** : Ms C Skillicorn Tel No: (021) 483 4605  
: 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>

**POST 15/349** : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 89/2024 R2**

**SALARY** : Grade A: R879 342 - R938 061 per annum  
Grade B: R990 669 - R1 067 235 per annum  
Grade C: R1 127 100 - R1 323 267 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification (electrical) engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Design of Health Engineering Services (Lighting designs, power reticulation and distribution MV and LV, Power generation-PV and generators, PA and Evacuation systems, fire detection systems, nurse call systems, BMS, CCTV and security systems), Built Environment especially regarding engineering design and analysis in the construction of Health Facilities, computer support design of building and services, programme and project management, legal compliance and formulation of policies in a multi-disciplinary professional environment, SANS Regulations and all relevant built environment legislation, contract documentation and administration, Act/regulations of Occupation Health & Safety(OHS- Act), National Building Regulations. Skills needed: research and development, technical report writing, decision making, analytical, team leadership and financial management, Proven computer literacy (MS Office).

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: co-ordinate tender procedures, undertake project leading and investigations, report on and plan the maintenance of electrical engineering works, supervise technical personnel, ensure training and development of staff, implement legal requirements and standards, verify documentation, compiled by other professional disciplines, monitor and control expenditure and report on expenditure and service delivery, continuous professional

development to keep up with new technologies and procedures. Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: - plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, ensure thorough evaluation that planning and design by others are done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, supervise the engineering work and processes, administer performance management and development. Office administration and budget planning: manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, monitor and control expenditure, report on expenditure and service delivery. Research and development: Continuous professional, development to keep up with new technologies and procedures, research/literature studies one engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES** : Mr Kevin Kameri Tel No: (021) 483 5362

**POST 15/350** : **ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL) REF NO: DOI 66/2024 R2**

**SALARY** : Grade A: R453 576 - R487 500 per annum, (OSD as prescribed)  
Grade B: R513 303 - R551 493 per annum, (OSD as prescribed)  
Grade C: R586 665 - R690 237 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; A minimum of 3-years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as an Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.

**DUTIES** : Provide technological advisory services: Support Engineers, Technicians and associates infield, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.

**ENQUIRIES** : Ms J Thomas Tel No: (021) 483 2004

**POST 15/351** : **DEPUTY DIRECTOR: ACCOUNTS REF NO: DOI 60/2025**

**SALARY** : R896 436 per annum (Level11), (all-inclusive salary package)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year B-Degree/equivalent or higher qualification in Finance; A minimum of 3 years relevant management level experience. Recommendation: Experience working in a financial environment. Competencies: Knowledge of the following: Government policies and procedure (Public Finance Management Act and circulars); Modified Cash Standards; Skills needed: Communication (written and verbal); Numeracy; Literacy; Computer Literacy; Leadership; problem solving and decision making.

**DUTIES** : Accounting and reporting on assets and liabilities; Cash management; Banking; Regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Operational management of the Sub-component.

**ENQUIRIES** : Ms S Andrews Tel No: (021) 483 5180

**POST 15/352** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 48/2025**

**SALARY** : R468 459 - R551 823 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate B-Degree (equivalent or higher qualification) in Finance; A minimum of 3 proven experience in a governance / compliance/financial internal control environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following:



		Report writing, Internal Control Frameworks; PFMA and Regulations, Instructions, Guidelines and Practise notes issued in terms thereof. Skills needed: Advanced computer skills; Communication skills (written and verbal); Analytical; Planning; Report writing, Presentation skills; Problem-solving skills; multi-level communication and strong interpersonal relations; Team and people orientation; Organised and self-motivated.
<b><u>DUTIES</u></b>	:	Prepare input in Annual Operational Plan for Internal Control and ensure execution thereof; Render an assurance service with regard to financial administration; Make tactical recommendations on submissions with financial implications to the relevant senior manager, CFO, Cabinet, MEC, AO and Provincial Treasury; Coordinate, evaluate and prepare responses/submissions to oversight bodies, committees and forums; Oversee Post Auditing of expenditure vouchers as well as financial inspections; Human Resource Management and Skills Development; Financial Management; Participation in Strategic Management.
<b><u>ENQUIRIES</u></b>	:	Ms G Hartley at (084) 508 5111
<b><u>POST 15/353</u></b>	:	<b><u>ASSISTANT DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: DOI 71/2024 R1</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in the Built Environment/Property field and/or Business Administration and/or Public Administration; A minimum of 3 years experience in Immovable Asset Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Project management experience in an Immovable Asset Management environment; U-AMP and C-AMP experience; U-AMP and C-AMP related experience and/or a Certificate or similar in MS Excel. Competencies: Knowledge of the following: Government Immovable Asset Management Act; Western Cape Land Administration Act; Relationship and Customer management; Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team; Ability to resolve inter-personal conflict; Problem-solving and Decision-making.
<b><u>DUTIES</u></b>	:	Undertake and oversee property information management (collect, analyze, process and report on information) related to the U-AMPs and compilation of the C-AMP including coordinating strategic inputs; Report on Immovable Asset to ensure alignment between asset management plans; Develop and monitor policies and SOPs pertaining to the Immovable Asset Register as it relates to assisting with U-AMPs and the preparation of C-AMPs; Managing compliance aspects related to relevant legislation governing immovable assets; Office administration, budget planning and management; Adherence to financial, SCM and human resource administration prescripts and reporting on all aspects of work.
<b><u>ENQUIRIES</u></b>	:	Mr G Meyer Tel No: (021) 483 2601
<b><u>POST 15/354</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 158/2024 R1</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years experience in supply chain management, finance, auditing, accounting, legal, compliance monitoring or investigations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Project management; Skills needed: Communication (written and verbal); Planning and organising; Problem solving and decision-making; Team membership.
<b><u>DUTIES</u></b>	:	Assist in the implementation of an effective supply chain management system by verifying that departmental policies, processes and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in the supply chain management legislative environment; Report relevant supply chain information to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements as it relates to suppliers, the supply chain management unit and supply chain management related activities of the department; Performing activities to contribute to the measuring performance of suppliers, the supply chain management unit and the department's achievement of supply chain management objectives by assessing compliance with supply chain management processes, vetting suppliers for compliance, and testing general supply chain management compliance and monitoring supply chain management systems; Conduct an annual supply chain management risk assessment and monitor the performance of supply chain management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines; Perform monitoring, investigative, and analytical activities relating to supply chain management governance, complaints, enquiries, appeals, PAIA requests, Cession applications, Conflict of interest cases as well as reporting progress on these activities, recommendations on remedial actions, and status of cases on the system of prevention of supply chain management abuse; Develop and review departmental policies, Instructions applicable to supply chain management conduct internal awareness sessions as well as for contractor

information sessions, and perform audit task team activities in collating, quality assurance and timely submission of information.

**ENQUIRIES**

: Ms R Marks Tel No: (021) 483 8520

**POST 15/355**

**PROPERTY OFFICER: PROPERTY PLANNING REF NO: DOI 51/2024 R1 (X2 POSTS)**

**SALARY**

: R325 101 – R382 959 per annum (Level 07)

**CENTRE**

: Department of Infrastructure, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Built Environment; A minimum of 1 year relevant experience in property administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Tertiary qualification in Development or Property studies; Relevant experience in administration support for property planning and land legal matters. Competencies: Knowledge of the following: Property information databases(e.g. Deeds web, municipal property databases); Capability to analyse property data and resolve administrative or document-related issues effectively. Skills in the following: Computer literacy in MS Office(Word, Excel and Outlook); Problem solving; Written and verbal communication skills; Planning & Organising; information management; Attention to detail; Ability to manage multiple tasks efficiently, prioritize work, and meet deadlines with attention to detail; Demonstrates integrity, accountability, and the ability to work independently or collaboratively within a team environment.

**DUTIES**

: To provide administrative support to property planning, property utilisation, property compliance and asset lifecycle(planning, demolitions, acquisitions) planning processes; Provide administrative support for the preparation of Power of Attorney or related documentation for relevant signatures and ratification and verification of user needs and property assessment; To assist in ensuring compliance with all property related legislation; Ensure adherence to information management requirements by maintaining an effective filing system for all property-related documents, both electronic and hard copy. Ensure confidentiality, accessibility, and traceability of records in line with departmental policies and legislative requirements; To attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or –representatives and citizens.

**ENQUIRIES**

: Jenisha Chetty Tel No: (021) 483 7669

**POST 15/356**

**ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 52/2024 R1**

**SALARY**

: R325 101 – R382 959 per annum (Level 07)

**CENTRE**

: Department of Infrastructure, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) related to the property sector, Public administration, Business Management or Accounting; A minimum of 1-year relevant experience in working with an Asset (Property) Register, Property Data and property ownership matters. Recommendation: Experience with Asset Register, Public administration, Business Management or Accounting will take preference; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the Government IAM Act; Municipal valuation rolls; Conveyancing procedures; Understanding restrictive conditions and clauses; Capabilities in the following: read and interpret SG Diagrams and read and interpret Title deeds. Skills in the following: Communication (written and verbal); Computer literacy in Ms office package (Word, Excel) and ability to work independently and as part of a team.

**DUTIES**

: To provide administrative support in order to collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR); To undertake the vesting of ownership of properties in the name of Provincial Government of the Western Cape; Keep record of all property ownership related information; To provide administrative support and verification of data on the system to ensure accurate and complete information; To provide administrative support related to compilation User Asset Management Plan (UAMP) and Custodian Asset Management Plan (CAMP).

**ENQUIRIES**

: Mr A Boersma Tel No: (021) 483 3223

**POST 15/357**

**CASE OFFICER: CASE MANAGEMENT (NON-METRO) REF NO: DOI 65/2025**

**SALARY**

: R397 116 - R468 459 annum (Level 08)

**CENTRE**

: Department of Infrastructure, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Property Management/Law/Alternative Dispute Resolution Qualification/Public Management related; A minimum of 1 year experience in a rental housing tribunal and/or legal administration and/or property environment or related working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislation, policies, regulations, codes, guidelines and standards applicable to the Rental Housing Sector; Public service procedures and property management and maintenance from a rental perspective; Best practices and procedures within the Rental Housing Sector; Skills needed: Proven computer

	literacy; Legal administration; Planning and organising; Mediation and facilitation; Interpersonal; Conflict management and mediation; Coordinating; Analytical; Problem solving; Written and verbal communication.
<b><u>DUTIES</u></b>	: Conduct preliminary investigations, gather, and upload relevant documents to ensure 90 days compliance; Conduct mediations and facilitation of cases; Management of assigned cases; Provide Hearing and Tribunal support.
<b><u>ENQUIRIES</u></b>	: Mr A Boersma Tel No: (021) 483 3223
<b><u>POST 15/358</u></b>	: <b><u>PERSONAL ASSISTANT: IMMOVABLE ASSET MANAGEMENT REF NO: DOI 61/2025</u></b>
<b><u>SALARY</u></b>	: R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	: Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3years experience in rendering a support service to management/senior management. Recommendation: Proven experience in working with systems, data and reporting across a wide range of stakeholders. Competencies: Knowledge of the following: The relevant legislation/ policies/prescripts and procedures; Basic financial administration. Skills in the following: Good telephone etiquette; Computer Literacy; Language skills; Sound organisational skills; Good people skills; High level of reliability; Written communication skills; Information gathering and analysis of information; Good grooming and presentation; Self-management and motivation; Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	: Provide a secretarial/receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	: Mr B Blackburn Tel No: (021) 467 9343
<b><u>POST 15/359</u></b>	: <b><u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DOI 57/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321 – R268 950 per annum (Level 05).
<b><u>CENTRE</u></b>	: Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as passed subjects. Recommendation: Proven experience in MS Excel and MS Word. Competencies: A good understanding of the following: financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislation, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems; Database Management; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and Organising; Record-keeping; Problem-solving; Interpersonal Relations; Decision making; Ability to work under pressure.
<b><u>DUTIES</u></b>	: Manage Cash flow administration and Banking; Manage Ledger Accounts; Manage Claims.
<b><u>ENQUIRIES</u></b>	: Ms S Farao Tel No: (021) 483 5514
<b><u>POST 15/360</u></b>	: <b><u>ACCOUNTING CLERK: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 63/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R228 321– R268 950 per annum (Level 05)
<b><u>CENTRE</u></b>	: Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	: Senior Certificate (Grade 12 or equivalent qualification) with mathematics and/or Accounting as a passed subject; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislation, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems; Database Management. Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Planning and Organising; Record-keeping; Problem-solving; Interpersonal Relations; Analytical skills; Ability to work under pressure; Ability to work independently as well as part of a team.
<b><u>DUTIES</u></b>	: Assist with (where necessary) post auditing process in respect of payment vouchers; Execute the payroll process; Execute and maintain the retention of financial documentation; Maintain and safe keeping of face value forms; Execute control process in respect of safes and strong rooms; Execute control process in respect of stationary for the Directorate.
<b><u>ENQUIRIES</u></b>	: Ms Monique Brockman Tel No: (021) 483 2002

## 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** : 26 May 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

## OTHER POST

- POST 15/361** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INTERVENTIONS) REF NO: LG 28/2024 R1**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in Local Government law and administrative law. Competencies: Knowledge of the applicable policies, prescripts, legislation and procedures and public administration; Skills needed: Research, analysis, and application of legislation; Applied strategic thinking; Decision making; Citizen focus and responsiveness; Analysing and fact-finding skills; Project Management.
- DUTIES** : Manage the provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act; Manage the provision of Specialised Support on governance issues in response to municipalities needs; Manage the advocacy and capacity building regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities Performance and information management and reporting; Manage Human Resources of the component; Plan the components budget and manage income and expenditure.
- ENQUIRIES** : Adv G Birch Tel No: (021) 483 3113

## DEPARTMENT OF PREMIER

- 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** : 26 May 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

## OTHER POSTS

- POST 15/362** : **ICT TEAM LEADER: IT PLANNING AND COORDINATION REF NO: DOTP 39/2025**
- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree or higher in a relevant field or a Postgraduate qualification in Information Technology or Information Systems; A minimum of 6 year's experience in IT Governance with a minimum of 3 years specifically in an ICT environment. Recommendation: Experience in the following: Medium to enterprise organisation; Supervisory role in an ICT environment or digital transformation in the public or private sector. Competencies: Knowledge of the following: Department of the Public Service and Administration ICT policies, viz. Corporate Governance of ICT Directive and Policy, Cloud Directive and Information Security Directive; IT Governance and Architecture frameworks and standards; Supply Chain Management; Budgeting and Cash Flow; Human Resource Management practices; Applicable legislation such as the

**DUTIES**

: PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, POPI Act, Electronic Communications and Transactions Act. Skills Needed: Computer literacy; Communication (written and verbal); Research and technical writing; Innovative problem solving; Analytical capability; Strategic thinking and planning; Project management; Presentation; Conflict resolution; Negotiation; Interpersonal; Budgeting; Training.

: IT Governance: Develop and maintain an IT Governance system or policy and provide IT Governance consultation services to improve the overall IT Governance Maturity; Governance Frameworks: Lead the development and implementation of IT governance frameworks that align with our business goals, ensuring robust and scalable IT architecture; Architecture Assurance: Oversees and guide the enterprise architecture practices in alignment to architecture frameworks; Ensure the monitoring and evaluation of ICT governance performance and report to various governance structures; Compliance: Ensure compliance with national, provincial ICT directives, norms, and industry standards; Risk Management: Manage or contribute to ICT-related risks, ensuring that they are communicated to relevant governance structures and that appropriate risk mitigation strategies are in place; Change Management and Collaboration: Work closely with various departments and cross cutting IT teams, including senior leadership to influence and drive key decisions that shape our IT landscape.

**ENQUIRIES**

: Mr G Mohamed Tel No: (021) 483 4828

**POST 15/363****TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 40/2025****SALARY**

: R325 101 - R382 959 per annum (Level 07)

**CENTRE**

: Department of Premier, Western Cape Government

**REQUIREMENTS**

: Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology; A minimum of 3 year's experience in a Recruitment and Selection environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Technical recruiting which includes e-Recruit support, competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative skills; Data management. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head-hunting processes; Shortlisting and interview processes; Public service / government policies; Online recruitment; Skills needed: Excellent communication (verbal and written) skills; Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations.

**DUTIES**

: Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes; Advising Senior and Executive management on the recruitment and selection process and best talent.

**ENQUIRIES**

: Mr F Gerber Tel No: (021) 483 6028

**DEPARTMENT OF MOBILITY****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**

: 26 May 2025

**NOTE**

: All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (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. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes

and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 15/364** : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER) REF NO: WCMD 61/2025**

**SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting (B Comm) or related qualification as recognised by SAQA; A minimum of 5 years' experience at senior managerial level in finance; A valid driving licence; and Public Service SMS Pre-Entry Programme upon appointment. Recommendation: Registered Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA). Competencies: Proven knowledge of and working experience in the following: With the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information Systems that aid in the management of knowledge and information pertaining to the line functions; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance Management. Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

**DUTIES** : Render services pertaining to policies, strategies, innovation, research, systems and technology; Render strategic and operational management support services; Deliver an effective and efficient departmental financial management service; Ensure the rendering of ICT, people management, corporate assurance, legal, and communications support services to the department by the DOTP; Strategic Management (including change management); People Management; Financial Management.

**ENQUIRIES** : Mr D Jacobs Tel No: (021) 483 5058

**POST 15/365** : **DIRECTOR: TRAFFIC LAW ENFORCEMENT REF NO: WCMD 45/2025**

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive salary package)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 year's experience at a Middle/Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: Post-graduate qualification. Experience in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.

**DUTIES** : Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Oversee the management of Traffic Law Enforcement at all Centres throughout the Western Cape; Provide administrative support to the Directorate; Ensure the provision of administrative support to the Directorate with regards to: SCM and finance; Transport and losses; Procurement and finance; People Management and training; Strategic Management (including change management); Financial Management.

**ENQUIRIES** : Mr. D Jacobs Tel No: (021) 483 5455

#### **OTHER POSTS**

**POST 15/366** : **DEPUTY DIRECTOR: ASSESSMENT REF NO: WCMD 35/2025**

**SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Western Cape Mobility Department
	:	An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years middle management experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have access to transport may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line functions; Relevant software packages; Project management; Operational management practices; Procurement and tendering processes; Policy development and operational management, monitoring and review processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Criminal procedure Act; Anti-corruption and fraud legislation. Skills needed: Research; Analytical thinking; Financial management; Project management; Managerial; Computer literacy; Written and verbal communication; Problem solving; Presentation; Alternative dispute resolution; Conflict resolution and mediation; Sound organisation; Interpersonal relations; Commitment and integrity; Customer service orientation; Diversity management; Team leadership; Self-management and motivation; Good grooming; High level of reliability; Good telephone etiquette; Ability to communicate with people at different levels and from different backgrounds.
<b><u>DUTIES</u></b>	:	Manage the Assessment unit; Identify and monitor conflict areas and establish a system of early warning signs; Ensure the effective functioning of inter-governmental committees dealing with conflict in the public transport industry; Implement alternative dispute resolution approaches and violence prevention strategies; Monitor compliance in respect of Western Cape Road Transportation Act Amendment Law (8 of 1996) and associated regulations; Strategic management and leadership; Supervision of staff; Write legal documents, notices and reports; Conduct hearing.
<b><u>ENQUIRIES</u></b>	:	Mr A Isaacs Tel No: (021) 483 0252
<b><u>POST 15/367</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE)</u></b> <b><u>REF NO: WCMD 41/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09)
	:	Western Cape Mobility Department
	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting; A minimum of 3 years supervisory experience in financial accounting or similar working environment; A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel and PowerPoint); Written and verbal communication; Numerical; Systematic approach.
<b><u>DUTIES</u></b>	:	Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.
<b><u>ENQUIRIES</u></b>	:	Mr Y Gqamlana Tel No: (021) 467 4792
<b><u>POST 15/368</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROGRAMME PERFORMANCE AND MONITORING AND EVALUATION</u></b> <b><u>REF NO: WCMD 46/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 - R561 894 per annum (Level 09)
	:	Western Cape Mobility Department
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Monitoring and Evaluation, Strategic Management or Public Management; A minimum of 3 years relevant experience in a programme performance, monitoring and evaluation or related working environment; A valid driving license (code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Monitor and evaluate departmental performance; Monitoring and evaluation and reporting processes; Constitutional, legislative and policy framework Public Service strategic planning; Public Service reporting (MTEF-cycle); Monitoring and evaluation tools and methodologies; Information systems that aid in the management of knowledge and information pertaining to the line function; Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Analytical thinking; Policy Implementation (Impact on system); Conflict Resolution; Monitoring, Evaluation; Reporting-writing; Facilitation and Presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision-making; Innovation; Basic Research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Assist with the monitoring and evaluation of departmental performance; Monitoring, Evaluation and Reporting; Render support to maintain departmental monitoring and evaluation systems; Managerial functions.

<b><u>ENQUIRIES</u></b>	:	Mr MA Pantshwa Tel No: (021) 483 2394
<b><u>POST 15/369</u></b>	:	<b><u>ASSISTANT DIRECTOR: MOTOR VEHICLE REGISTRATION AND LICENSING REF NO: WCMD 57/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R561 894 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years supervisory experience in a vehicle licensing and driver regulation and standards working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; National Road Traffic Regulations, 2000. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Develop and regularly revisit policy documents and standard operating procedures, in line with legislative and financial requirements; Advise management and compile submissions to management; Liaison and communication with various clients / stakeholders; Managerial functions.
<b><u>ENQUIRIES</u></b>	:	Mr BD Ellie Tel No: (021) 483 2828
<b><u>POST 15/370</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: E-NATISCLIENT SERVICES REF NO: WCMD 51/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years experience in a vehicle licensing and driver regulation and standard working environment. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Provincial Road Traffic Regulations; eNaTIS policies, processes and procedures. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Reporting; Problem-solving; Planning; Organising; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Verification and capturing of centralised NaTIS motor vehicle registration and licensing transactions; Verify and approve the capturing of centralised Natis driving license testing transactions; Supervise all activities relating to telephone queries, from registering authorities and the public; Supervise all the activities relating to queries received at the walk in-centre; Perform supervisory functions.
<b><u>ENQUIRIES</u></b>	:	Mr BD Ellie Tel No: (021) 483 2828
<b><u>POST 15/371</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: TRAFFIC LEGISLATIVE MATTERS REF NO: WCMD 52/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Western Cape Mobility Department
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-year's experience in a traffic legislative matter working environment. Competencies: Knowledge of the following: National Road Traffic Act, 1996; Western Cape Provincial Road Traffic Administration Act, 2012; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions; National Road Traffic Regulations, 2000. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Analytical thinking; Policy Implementation(Impact on system); Conflict Resolution; Monitoring, Evaluation; Reporting; Facilitation and Presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision-making; Innovation; Basic Research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.
<b><u>DUTIES</u></b>	:	Interpret legislation and give advice to management and members of the public; Facilitate and co-ordinate provincial input on legislative matters; Liaison and communication with various clients / stakeholders; Liaison with legal services.
<b><u>ENQUIRIES</u></b>	:	Ms RN Titus Tel No: (021) 483 2076



**POST 15/372** : **PRINCIPAL PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (SWELLENDAM) REF NO: WCMD 53/2025**

**SALARY** : R397 116 - R467 790 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Willingness to work irregular hours; Willingness to regularly travel away from the office. Competencies: Knowledge of the following: Operational functioning of the Directorate Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Dimensional and Mass Limitations and the Requirements for Abnormal Load Vehicles (TRH 11); Guidelines from the Director of Public Prosecutions. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Leadership; Monitoring; People Management; Investigations; Motivational; Analytical; Operational/Project Management; Negotiation; Interpretation; Legal Evidential; Ability to work under pressure.

**DUTIES** : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations; Manage joint law enforcement activities and projects (co-operative governance); Manage resources and provide leadership and direction to all subordinates; Identify and manage risks; Manage the performance of all administrative activities and related duties; Supervisory functions.

**ENQUIRIES** : Mr F Stuart Tel No: (028) 514 1185

**POST 15/373** : **SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS REF NO: WCMD 54/2025 (X3 POSTS AVAILABLE IN BRACKENFELL)**

**SALARY** : R325 101 - R382 959 per annum (Level 07)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence; No criminal record. Recommendation: Relevant experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000); Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspection; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements; Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation; Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

**DUTIES** : Management and supervision of subordinates (people management); Enforce and ensure Road Traffic Law Enforcement, public passengers, transport and other relevant legislations; Examine drivers licences and motor vehicles and monitor compliance at Driver's License Testing Centres (DLTC;s) and Vehicle Testing Stations (VTS's); Provide visible traffic control/policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess road conditions; Mentor and coach Provincial Inspectors (PIs); Perform supervisory functions.

**ENQUIRIES** : Mr D Paton Tel No: (022) 713 1286

**POST 15/374** : **SENIOR PROVINCIAL INSPECTOR: LAW ENFORCEMENT OPERATIONS (LAINGSBURG) REF NO: WCMD 55/2025**

**SALARY** : R325 101 - R382 959 per annum (Level 07)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years practical experience as a Provincial Inspector; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC; A valid Code B/EB (or higher) driving licence; No criminal record. Recommendation: Relevant experience in a traffic law enforcement working environment. Competencies: Knowledge of the following: Operational functioning of the Directorate: Traffic Law Enforcement; National Road Traffic Act, 1996 (Act 93 of 1996); National Road Traffic Amendment Act, 2008 (Act 64 of 2008); Firearms Control Act, 2000 (Act 60 of 2000);

Criminal Procedure Act, 1977 (Act 51 of 1977); Firearms Control Regulations, 2004; National Road Traffic Regulations, 2000; Code of Conduct for the Public Service; Dimensional and Mass Limitations and other requirements for abnormal load vehicles (TRH 11); Guidelines from the Director of Public Prosecutions; Vehicle inspection; Impoundment procedures; Completion of traffic law enforcement documents; Operational guidelines on traffic law enforcement equipment; Storage and transportation of dangerous goods in accordance with national and international statutory requirements. Skills needed: Numeracy and literacy; Computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Economic, financial and statistical analysis; Legal administration; Records management; Resource management; Customer relations management; Leadership; Conflict resolution; Negotiation; Interpretation; Observation; Mentoring and coaching; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

**DUTIES** : Management and supervision of subordinates (people management); Enforce Road Traffic, Public Passenger, Transport and other relevant legislations; Examine Driver's Licenses and Motor Vehicles and monitor compliance at Driver License Testing Centres (DLTC's) and Vehicle Testing Stations (VTS's); Provide visible Traffic Control/Policing and promote/ensure crime prevention activities; Perform all administrative activities and related duties; Assess road conditions; Mentor and coach Provincial Inspector's (PI's) on probation and appointed PI's; Supervisory functions.

**ENQUIRIES** : Mr WJ Groenewald Tel No: (023) 551 1021

**POST 15/375** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (GEORGE) REF NO: WCMD 47/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Mr Q Williams Tel No: (044) 805 9100

**POST 15/376** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (KNYSNA) REF NO: WCMD 48/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Ms M Bowie Tel No: (044) 382 5525

**POST 15/377** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (WORCESTER) REF NO: WCMD 49/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Mr ME Giba Tel No: (023) 342 2357

**POST 15/378** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES REF NO: WCMD 50/2025 (X2 POSTS AVAILABLE IN SWELLENDAAM)**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Mr F Stuart Tel No: (028) 514 1185

**POST 15/379** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES (CALEDON) REF NO: WCMD 56/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Mr TD Qunta Tel No: (028) 212 2875

**POST 15/380** : **ADMINISTRATION CLERK: TRAFFIC LAW DEBT MANAGEMENT REF NO: WCMD 59/2025**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a transport administration and licensing working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Ms M Smart Tel No: (021) 483 0319

**POST 15/381** : **ADMINISTRATION CLERK: TRAFFIC SUPPORT SERVICES REF NO: WCMD 60/2025 (X2 POSTS AVAILABLE IN BRACKENFELL)**

**SALARY** : R228 321 - R268 950 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative support experience in a traffic law enforcement working environment. Competencies: Good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Written and verbal communication; Proven computer; Planning and Organising.

**DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

**ENQUIRIES** : Mr D Paton Tel No: (022) 713 1286

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**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** : 26 May 2025

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to complete a practical assessment and 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.

#### OTHER POSTS

**POST 15/382** : **SOCIAL WORK MANAGER: PROGRAMME IMPLEMENT AND COORDINATION (METRO NORTH) REF NO: DSD 25/2025**

**SALARY** : Grade 1: R970 686 - R1 109 877 per annum, (OSD as prescribed)  
Grade 2: R1 154 706 – R1 360 185 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

**DUTIES** : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s)(unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.

**ENQUIRIES** : Ms A van Reenen Tel No: (021) 483 0567

**POST 15/383** : **PSYCHOLOGIST: FACILITY POLICY AND PROFESSIONAL SERVICES REF NO: DSD 32/2025**

**SALARY** : Grade 1: R872 709 – R957 300 per annum, (OSD as prescribed)  
Grade 2: R1 014 705 – R1 124 517 per annum, (OSD as prescribed)  
Grade 3: R1 174 848 – R1 381 647 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government.

**REQUIREMENTS** : Qualifications: Master's degree in clinical psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RS qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RS qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies: Knowledge of the following: Code of professional ethics of the HPCSA and the Professional Board for Psychology; Group dynamics (roles and stages of group development); Health Professions Act, 1974; HPCSA Code of Ethics for Professionals; HPCSA training requirements; Key elements of policies,

frameworks, norms and standards on organisational performance; Maintenance of professional registration through participation in continuous professional development; Mentoring and coaching practices; Project management; Protection of Personal Information Act, 2013; Research methods / statistics (action research, quantitative and qualitative); Scope of practice for Psychologists; Statutory framework governing the broad management of the Public Service; In-service experience within clinical environment. Skills needed: Communication (written and verbal); Managerial; Leadership; Interpersonal; Analytical; Problem solving; Decision Making; Facilitation and Presentation; Conflict resolution; Organising; Report writing, Resilience; Numeracy; Literacy; Computer Literacy.

**DUTIES** : Psychologists should have the ability to use psychological assessment to conceptualise, diagnose, plan, and monitor therapeutic processes and outcomes; Psychologists should have the ability to develop theoretical and a etiological formulations; Training and Supervision; Administration.

**ENQUIRIES** : Ms M Jonkerman Tel No: (021) 826 6040

**POST 15/384** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 30/2025 (X5 POSTS AVAILABLE IN VARIOUS LOCATIONS)**

**SALARY** : Grade 1: R477 564 – R561 378 per annum, (OSD Prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psychosocial intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

**DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** : Ms A Van Reenen Tel No:(021) 483 9392

**POST 15/385** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (WORCESTER) REF NO: DSD 24/2025**

**SALARY** : R397 116 - R467 790 per annum (Level 08)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; Compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure); Budget process: Skills needed: Analytical, problem solving, report writing, communication (written and verbal), proven computer literacy (MS Office packages), numerical and mathematical.

**DUTIES** : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.

**ENQUIRIES** : Ms E Heydenrych Tel No: (021) 342 6809

**POST 15/386** : **SOCIAL WORKER: SOCIAL WORKSERVICES (MILNERTON) REF NO: DSD 26/2025**

**SALARY** : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)  
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)  
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)  
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions;

**Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills needed: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Worker Grade 1.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, groupwork and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Ms M Swart Tel No: (021) 763 6212

**POST 15/387** : **SOCIAL WORKER: OLDER PERSONS REF NO: DSD 28/2025**

**SALARY** : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)  
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)  
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)  
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed).

**CENTRE** : Department of Social Development, Western Cape Government.

**REQUIREMENTS** : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislation, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; Skills needed: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good Planning and organising; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups, communities and organisations by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory; Rapid response following complaint/enquiries about NPOs, or a concern raised; Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES** : Ms H Braaf Tel No: (021) 483 4788

<b><u>POST 15/388</u></b>	:	<b><u>PROFESSIONAL NURSE: FACILITY MANAGEMENT REF NO: DSD 33/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R324 384 – R382 107 per annum, (OSD as prescribed) Grade 2: R396 132 – R466 623 per annum, (OSD as prescribed) Grade 3: R476 367 – R620 662 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development, Western Cape Government.
	:	<b>Grade 1:</b> Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. <b>Grade 2:</b> Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Previous experience at youth facility-based nursing; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills needed: Written and verbal communication Skills; Report writing; Facilitation; Co-ordination-, liaison- and networking; Problem solving; Information- and knowledge management; Knowledge Management; Planning and Organising; Computer literacy.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and healthcare; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.
<b><u>ENQUIRIES</u></b>	:	Ms D Baugaard Tel No: (021) 826 5972
<b><u>POST 15/389</u></b>	:	<b><u>COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES REF NO: DSD 17/2025 (X3 POSTS AVAILABLE IN WEST COAST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R278 169 - R321 960 per annum, (OSD as prescribed) Grade 2: R334 419 - R393 933 per annum, (OSD as prescribed) Grade 3: R404 826 - R543 120 per annum, (OSD as prescribed).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development, Western Cape Government.
	:	<b>Grade 1:</b> An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. <b>Grade 2:</b> An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. <b>Grade 3:</b> An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.
<b><u>DUTIES</u></b>	:	Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms I Koen Tel No: (021) 840 3500
<b><u>POST 15/390</u></b>	:	<b><u>STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 27/2025 (X2 POSTS AVAILABLE IN VARIOUS LOCATIONS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R220 614 – R250 500 per annum, (OSD as prescribed) Grade 2: R262 287 – R298 932 per annum, (OSD as prescribed) Grade 3: R306 798 – R382 107 per annum, (OSD as prescribed)
<b><u>CENTRE</u></b>	:	Department of Social Development, Western Cape Government.

<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. <b>Grade 2:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. <b>Grade 3:</b> Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, Nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Skills needed: Written and verbal communication skills; Elementary facilitation skills; Responsiveness; Ability to function as part of a team.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patientcare plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections);Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e.in-service training, courses.
<b><u>ENQUIRIES</u></b>	:	Ms D Baugaard Tel No: (021) 826 5972
<b><u>POST 15/391</u></b>	:	<b><u>NURSING ASSISTANT: FACILITY MANAGEMENT (SIVUYILE) REF NO: DSD 31/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R174 261 – R199 254 per annum, (OSD as prescribed) Grade 2: R203 271 – R230 694 per annum, (OSD as prescribed) Grade 3: R239 559 – R298 932 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Social Development, Western Cape Government
	:	Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act. Skills needed: Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.
<b><u>DUTIES</u></b>	:	Assist patients with the following activities: Daily living (physical care): Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures(i.e. administering of intramuscular injections);Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e.in-service training, courses.
<b><u>ENQUIRIES</u></b>	:	Ms D Baugaard Tel No: (021) 826 5972