



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2026

DATE ISSUED 22 MAY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF ELECTRICITY AND ENERGY:** Kindly note that the sentence below on the requirements on the post of The Director-General with Ref No: DEE2026/008, which was advertised in the Public Service Vacancy Circular 16 dated 15 May 2026 has been removed." "In the public service with a proven track record of successfully leading and managing at senior

management level.” The new closing date is 05 June 2026. We apologise for the inconvenience.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that posts of Assistant Director: Assets Management with Ref No: Q9/2026/28, advertised on Public Service Vacancy Circular 16 dated 15 May 2026 with a closing date of 29 May 2026, please note that the closing date has been extended to 05 June 2026. Apologies for any inconvenience caused.

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

APPLICATIONS
CLOSING DATE
NOTE

- : Applications to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- : 05 June 2026
- : Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and 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 from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed Persal service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. 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 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

OTHER POSTS

- POST 17/140** : **MEDICAL SPECIALIST: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY): GRADE1-3: REF NO: H/M/36/2026**
- SALARY** : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 884 151 – R2 301 186 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

<u>CENTRE REQUIREMENTS</u>	<p>: Univeristas Academic Hospital: Bloemfontein</p> <p>: Current valid registration with HPCSA AS Medical Specialist in Internal Medicine. Current registration with the HPCSA for period of 2026/2027. Experience: Grade 1: None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. Valid driver's license. Be a South African citizen or be a permanent resident. 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 Medical Specialist in a normal Specialty. 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 Medical Specialist in a normal Specialty. Knowledge and skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.</p>
<u>DUTIES</u>	<p>: Service delivery and medical administration with the division of clinical Haematology, department of internal medicine: Provide outreach, in-reach and Support services, rendering community overtime in compulsory. Involvement in teaching and training of medical students, registrars and subspeciality fellows. Conduct Research and supervise trainee research projects. Perform clinical governance and endure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical administration: Perform all reasonable duties as directed by the Head of Department, head clinical unit Internal Medicine (Clinical Haematology), and Sub-specialist Clinical Haematologist. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating of relevant clinical effectiveness indicators.</p>
<u>ENQUIRIES</u>	<p>: Prof JLR Malherbe Tel No: (051) 405 2878</p>
<u>POST 17/141</u>	<p>: <u>MEDICAL SPECIALIST (ORTHOPEDIC): GRADE 1 – 3 REF NO: H/M/38/2026 (X1 POST)</u></p>
<u>SALARY</u>	<p>: Grade 1: R1 395 528 – R1 479 723 per annum Grade 2: R1 592 274 – R1 688 553 per annum Grade 3: R1 884 151 – R2 301 186 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.</p>
<u>CENTRE REQUIREMENTS</u>	<p>: Bongani Regional Hospital, Welkom</p> <p>: Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Grade 1: No experience required. Grade 2: A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Grade 3: A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Orthopedic. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.</p>
<u>DUTIES</u>	<p>: Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to becomes killed in resuscitative measures and intensive care treatment to assure survival</p>

of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

- ENQUIRIES** : T Tsoho Tel No: (057) 916 8285
- POST 17/142** : **MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) GRADE 1 – 3 REF NO: H/M/39/2026 (X1 POST)**
- SALARY** : Grade 1: R1 395 528 – R1 479 723 per annum
 Grade 2: R1 592 274 – R1 688 553 per annum
 Grade 3: R1 884 151 – R2 301 186 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
 Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Bongani Regional Hospital, Welkom
 : Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 1:** No experience required. **Grade 2:** A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. **Grade 3:** A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynecology. Current annual registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.
- DUTIES** : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become killed in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties

(Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : T Tsoho Tel No: (057) 916 8285

POST 17/143 : **MANAGER NURSING: PNA9 REF NO: H/M/41/2026**

SALARY : R1 201 302 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS :
Lejweleputswa District
Basic R425 qualification (i.e. Diploma/Degree in Nursing or equivalent qualification that allow registration with the South African Nursing Council) as a Professional Nurse. Registration with the SANC as a professional nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. (As Assistant Manager Nursing). Valid driver's license. Knowledge and Skills: Ability to function at different levels of care related to the specialty quality for in depth knowledge and understanding of Health-relation Acts, Regulations, Guidelines and other related policies such as: Nursing Act, Health Act, Code of Ethics, Professional Scope of Practice Act, Occupational Health and Safety Act, Mental Health Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure and Disciplinary.

DUTIES : Provide support to the strategic leadership, coordinate plan and manage the implementation of the District Health System (DHS). Provide effective administrative support to the districts. Support the district towards their effort to meet the ideal clinic status in preparation for the Universal Health Care. Ensure intersectoral collaboration with relevant stakeholders, through the District Development Model Forum (DDM). Strengthen Primary Health Care (PHC) re-engineering and facilitate integration of all the sub-programs within the DHS budget program. Develop an effective monitoring and evaluation strategy to improve the program's performance. Ensure effective and efficient use of resources. Plan and Organize work to achieve objectives that meet service standards; applying problem solving strategies as a manager in the public service; Managing own performance and development; Planning services delivery to meet client expectations and communicating as aa manager in the public service. Display the capacity in human resource planning and people management. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Provide guidance and leadership towards the realization of strategic goals and objectives of the division.

ENQUIRIES : Me. N Gigi Tel No: (057) 351 1026

POST 17/144 : **MEDICAL OFFICER GRADE 1 – 3 REF NO: H/M/40/2026 (X2 POSTS)**

SALARY :
Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 per annum
all-inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS :
Bongani Regional Hospital, Welkom
Senior certificate, MBCHB or equivalent Degree (independent practice); valid registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Current registration with HPCSA (2026/2027). **Grade 1:** None after registration as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform

community service, as required in South Africa. **Grade 2:** Minimum of 5 years after registration as a Medical Practitioner with the Health Professional Council of South Africa (HPCSA) in respect of South African qualified employees, Minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum of 10 years after registration as a Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. 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. Knowledge and Skills: Courteous towards patients; good customer or patient care; time management.

DUTIES : Rendering clinical services and be responsible for service delivery within the facility. To fulfil the administrative, academic and research requirements in the hospital. Render outreach and support service to other levels of care. Provide a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Ensuring correct patient management through the implementation of quality standards, practice and treatment protocols. Ensuring developments, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide medical services at the department where you will be allocated. Clinical responsibilities including examine, investigate, diagnose and oversee the treatment of patients in the relevant department. Provide guidance, training evaluation and mentorship of junior medical staff. Participate in community health programs. Assist in the evaluation of existing standards and effectiveness of health care. Adhere to departmental treatment guidelines and policy. Deal with emotion, social and physical aspects of diseases for patients and their relatives.

ENQUIRIES : T Tsoho Tel No: (057) 916 8285

POST 17/145 : **MEDICAL OFFICER: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY) GRADE1-3 REF NO: H/M/37/2026**

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum
Grade 2: R1 188 255 – R1 297 089 per annum
Grade 3: R1 375 245 – R1 713 534 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : MBChB, Full registration with HPCSA as independent practitioner. Relevant experience: Internship & Community Services. **Grade 1:** None after registration as Medical Practitioner with HPCSA respect of South Africa qualified employees. One year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employee, of whom it is not required to perform Community Services, as required in South Africa. **Grade 2:** Minimum of 5 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. 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 who it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 10 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. 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 who it is not required to perform Community Service, as required in South Africa. Minimum of 5 years appropriate experience as Medical Practitioner with the HPCSA as Medical Practitioner in respect of SA qualified employee. Knowledge and skills: Should be well read and have a basic knowledge of conditions and emergency treatment relevant to the speciality. Effective clinical decisions, good competent case skills, above average manipulative skills, should develop into a competent doctor. Values/Attitudes: Friendly, reassuring and develops good relationship, Good working relationship with staff, Regular on most occasions, Generally reliable. Education and

training: College Part 1, Relevant Diploma, ACLS/APLS/ATLS. Experience in relevant specialty, Internal Medicine and/or Clinical Haematology and/or Oncology. Skills: Extremely effective clinical decisions and well-balanced initiative Excellent case notes that keeps up with daily changes, Outstanding talent for procedures, Competent and shows outstanding promise. Values/Attitudes: Warm and sympathetic in speaking to patients, exceptionally pleasant to all staff and able to gain full cooperation, invariably on time or early for all duties, very reliable and resourceful in carrying out instructions. Current annual registration with HPCSA (2026/2027).

DUTIES : Manage all medical conditions to ensure that competent service is provided to all patients. Supervise junior staff to provide adequate medical care and to train them to be able to do key medical interventions. Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment procedures, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill patients. Study the relevant field of specialty. Reporting to referring doctors on their referred patients. Writing and maintenance of relevant clinical notes. Consulting with senior staff or other relevant specialists if patient care is beyond personal ability, experience or specialty.

ENQUIRIES : Prof JLR Malherbe Tel No: (051) 405 2878

POST 17/146 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: H/D/12/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 : Senior certificate, plus Degree in Organisational Development and/or business administration with an OD focus qualification as recognised by SAQA. A minimum of 5 years of experience in OD environment, of which 3 years should be on ASD level. Certificate in Business Process Mapping, Job Analyst Certificate, Certificate in Job Evaluation panelist. A valid driver's license. Knowledge and Skills: Norms & standards, cost benefit analysis, HR Practices. Compilation of Job description, relevant legislations & policies, general office administration practices. Work Study Principles and Techniques, Business Process Re-engineering, Performance Management. Organisational Design Principles, PERSAL, policy development, compensate system. management practices, SOPs and BPMs. Working knowledge of Org- Plus/ Visio, working knowledge of the JE System. Analytical, management, presentation, computer, communication, interviewing, report writing, problem solving, project management, financial management, leadership and conflict management.

DUTIES : Coordinate and monitor the development & maintenance of the organogram/s in line with the strategic plan/s. Coordinate investigations and develop, implement, monitor and maintain policies related to job evaluation, efficiency and productivity. Manage and coordinate/ facilitate business process re-engineering investigations (Business Process Mapping and Standard Operating Procedures). Manage the job evaluation processes. Facilitate and advise on the development of job descriptions within the Department. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/147 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/D/13/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 : Senior Certificate, plus B-Degree/ Advanced Diploma in Human Resource Management or related areas at NQF 7 as recognised by SAQA. PERSAL certificates. A minimum of 6 years of experience in human resource administration environment, of which 3 years should be on ASD level. Valid drivers license. Knowledge and Skills: Extensive knowledge on HR processes and policies and PERSAL system operations. People management, financial

management, problem solving, planning & organizing, time management, team player, good communication skills. Report writing skills, leadership skills, change and knowledge management, planning and organization skills. Public Service Regulation (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA).

DUTIES : Manage the rendering of effective and efficient selection and recruitment service. Manage the rendering of effective and efficient human resource administration services. Facilitate the practical implementation of human resource management and administration policies and best practices. Provision and strengthening of governance services. Manage HR Records and Administration. Supervise resources (human/ assets/finances)

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/148 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: H/D/14/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 Senior Certificate plus, Bachelor's degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of 3 years related experience in management accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills.

DUTIES : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting. Planning – Ensure that information for planning purposes are collected and analysed properly. Budgeting – Manage, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustments budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES : Mr.C Elefthriou Tel No: (051) 408 1000

POST 17/149 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/D/15/2026**

SALARY : R932 292 per annum, all -inclusive package consists of 75% basic salary and 25% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Corporat Officer, Bloemfontein
 Senior Certificate plus, Bachelor's degree/ Advanced Diploma in Financial Management /Accounting or equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of 3 years related experience in management

		accounting at supervisory/management level (ASD). Knowledge and Skills: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Treasury Regulations issued in terms of the PFMA, Free State Provincial Revenue Act and Performance Management System. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Policy analysis and development. People management, financial management, problem solving, planning and organising and time management. Team player, strategic planning, good communication, computer literacy, report writing skills. Facilitation, coordination, leadership, change and knowledge skills.
<u>DUTIES</u>	:	Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Revenue management - Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting, and reporting (interim and annual financial statements). Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Mr.C Elefthriou Tel No: (051) 408 1000
<u>POST 17/150</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 – 3 REF NO: H/A/15/2026 (X1 POST)</u>
<u>SALARY</u>	:	R664 410 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Lejweleputswa District
	:	Senior certificate, Bachelor's Degree recognized by SAQA in Environmental Health and current registration as an Environmental Health Practitioner with the Health Professions Council of South Africa. Experience- Grade 1: A minimum of 5 years appropriate experience with the HPCSA in Environmental Health of which 3 years must be at a Chief Environmental Practitioner. Knowledge And Skills: Knowledge of policy making policy making processes. Building Safety programs and protocols. Public Services Regulations. Public Services Act. Batho Pele Principles. Appropriate understanding of Environmental Health scope of practice and norms and standards. Project and stakeholder management. Excellent negotiation skills. Facilitation and communication skills (written and verbal). Good human relations. Ability to teach and train staff within a team. Basic computer literacy. Ability to work as part of a multi-disciplinary team at all levels.
<u>DUTIES</u>	:	Develop, monitor and implement environmental health related policies, guidelines, plans, norms and standards and procedures. As it relates Hazardous Substances, Waste management, Pest Control and related Regulations. Coordinate Hazardous Substances, Waste management and Pest Control. Collaborate with relevant stakeholders to build capacity of and support Environmental Health Practitioners in Province and Municipalities. Ensure effective and efficient resource management. Manage and mitigate risks related to health care risk waste, hazardous substances and pest control. Establish, attend and convene provincial forums that seek to further the aims of waste reduction and green economy in the province. Monitor waste management, utilize health information technology and other information systems to enhance service delivery in the province. Analyse, interpret and generate reports for decision-making.
<u>ENQUIRIES</u>	:	Me. N Gigi Tel No: (057) 351 1026

POST 17/151 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 (PNB1-2) REF NO: H/C/19/2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Mangaung Metro District
: Senior certificate, Diploma/Degree in nursing or equivalent qualification allows registration with SANC as a Professional. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing basic nursing qualification with a duration of at least 1 year, accredited with SANC in case of Government Notice No. R212 in the relevant specialty's minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in general nurse. Skills and Knowledge: Planning and organizing, effective communication skills, coordination skills, collaboration skills, computer literacy skills, time management skills, problem solving skills, numeracy skills, report writing skills, facilitation skills. ability to build and work as a team member.

DUTIES : Provision of quality comprehensive community health care. Provision of administration services. Provision of educational services. Usage of equipment and machinery. Research responsibility.

ENQUIRIES : Mr. TA Mokoqo, Assistant Director: Admin and Support at 067 422 5555

POST 17/152 : **PROFESSIONAL NURSE SPECIALTY PNB 1 REF NO: H/P/19/2026 (X6 POSTS)**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital
: Senior certificate, plus diploma/ degree in nursing that allows registration with the SANC. Current registration/APP license with the South African Nursing Council as Professional Nurse. (2026/2027) A post-basic nursing qualification with duration of at least one year in one of the following streams (Critical Care Nursing, Operating Theatre Technique, Oncology Nursing, Advanced Midwifery & Neonatology Nursing Science). **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 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 as mentioned above. Skills and Knowledge: Excellent current clinical competencies and skills in the applicable area of specialty. Good organizational, collaborative and interpersonal skills. Computer literacy (Word & Excel) Honesty, integrity, and high work ethics.

DUTIES : Provide optimal, holistic specialized nursing care with adherence to the set norms, standards and applicable professional/ legal framework. Effective utilization of all resources within own sphere of influence to maintain costs within the allocated budget. (Human, consumables, assets) in accordance with the Supply Chain Management prescripts. Effective implementation of risk management strategy of the FSDoH to increase efficiency, reduce service delivery-related complaints and potential for litigation. Use relevant electronic data systems including manual source documents to record, capture, reconcile data and or manage the flow of information and communication within the area of specialty. Maintain professional growth/ ethical standards and self-development in line with the Nursing Education Framework.

ENQUIRIES : Mr. J.M. Radebe Tel No: (051) 405 3415

POST 17/153 : **PROFESSIONAL NURSE SPECIALTY (PNB1-2) REF NO: H/P/20/2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE : Fezile Dabi District

REQUIREMENTS

: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic nursing qualification in Primary Health Care with a duration of at least 1 year, accredited with SANC. Current registration with SANC (2026/2027). **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC as a Professional Nurse. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC as a professional Nurse. At least 10 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification of the period referred to above. Valid driver's license. Knowledge and Skills: Nursing care standards, processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act. Occupational Health and Safety Act. Patient Rights Charter. Batho Pele Principles, Nursing Strategy, Public Services Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Planning and Organizing skills, Effective Communication Skills, Co-ordination skills, Collaboration Skills, Computer Skills, Time Management Skills, Problem Solving Skills, Numeracy, Report writing Skills and Facilitation Skills.

DUTIES

: Provision of quality comprehensive community health care: provide Primary Health Care: Provide curative health care services. Referral to health support services. (Rehabilitation, oral health, etc, Doctors, etc, specialist). Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promoting scientific quality nursing care. Individual consultation sessions. Identify community needs. Initiate minor ailments treatment. Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessments of personal services delivery towards patients. Provision of Administration Services: plan and organize daily tasks in clinics co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personal responsible for different services. Ensure safekeeping of stock and assets. Ordering and control of medication as necessary as per delegations in absence of pharmacist Assistant. Control of medication prescribed to patients as per EDI. Up to date knowledge of appropriate legislation. Regulations and departmental policies. Involvement with community meetings and committees in co-operations with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the Manager. Teaching patients on a one-to one basis. Personnel development, ie. Assessing in-service training needs, planning and implementing of training programme in co-operation with Clinical Manager. Usage of equipment and Machinery: Usage of basic medical equipment. Cleaning, control and safekeeping of equipment. Research Responsibility: To assist in the regional and departmental projects. Direct and indirect involvement with medical research. Involvement with matching research to the needs of the community.

ENQUIRIES

: Me. MN Daniels-Moeketsi at 083 369 0133/ Tel No: (016) 973 2402

POST 17/154

: **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO:H/A/17/2026**

SALARY

: R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE

: Universitas Academic Hospital

REQUIREMENTS

: An appropriate recognized Bachelor's degree or equivalent qualification in Logistics / Supply Chain Management / Commercial / Economic / Financial services with 5-7 years of relevant experience in the Supply Chain Management field. 3 years' experience in a supervisory or managerial role. A valid driver's license (excluding persons with disabilities). Knowledge of LOGIS systems. Computer Literacy (MS Word, Excel, PowerPoint). Knowledge and Skills: Extensive knowledge of Supply Chain Management in the Public Sector. Knowledge of: Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Services Act,

<u>DUTIES</u>	:	Batho Pele Principles, Good written and communication skills, and Good managerial skills.
	:	Monitor and review the capturing of all physical (movable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management. Supervise employees to ensure sound physical asset management. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management.
<u>ENQUIRIES</u>	:	Me. MJ Tsoeu Tel No: (051) 405 3911
<u>POST 17/155</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/18/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital
	:	An appropriate recognized Bachelor's degree or equivalent qualification in Logistics / Supply Chain Management / Commercial / Economic / Financial services with 5-7 years of relevant experience in the Supply Chain Management field. 3 years' experience in a supervisory or managerial role. A valid driver's license (excluding persons with disabilities). Knowledge of LOGIS systems. Computer Literacy (MS Word, Excel, PowerPoint). Knowledge and Skills: Extensive knowledge of Supply Chain Management in the Public Sector. Knowledge of: Public Finance Management Act, 1999, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Services Act, Batho Pele Principles, Good written and communication skills, and Good managerial skills.
<u>DUTIES</u>	:	Monitor and review the capturing of all procurement transactions. Monitor and review the allocation of goods received. Oversee and review the monitoring of goods and services in accordance with the relevant policy and procedures. Supervise employees to ensure sound Supply Chain management. Manage and direct the provision of demand and acquisition management services. Develop efficient and cost-effective supply chain strategies. Manage the institutional quotation process i.e. specification, evaluation, and adjudication processes in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage, and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Effective and efficient inventory management. Effective and efficient fleet management.
<u>ENQUIRIES</u>	:	Me. MJ Tsoeu Tel No: (051) 405 3911
<u>POST 17/156</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: H/A/19/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital
	:	Senior Certificate, plus a relevant tertiary qualification in Supply Chain Management/ Public Management or equivalent at NQF level 7 as recognized by SAQA. A minimum of 3-year related asset management supervisory experience. Knowledge and Skills: Knowledge of Public Service Regulations. Public Services Act. PFMA and Treasury Regulations. Knowledge of LOGIS system and Preferential Procurement Policy Framework Act (PPPFA). Computer literacy, basic numeracy, excellent communication (verbal and written) and report writing.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/157 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: H/A/20/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate, plus a relevant tertiary qualification in Supply Chain Management/ Public Management / Logistics or equivalent at NQF level 7 as recognized by SAQA. A minimum of 3 years of related SCM supervisory experience. LOGIS Certificates. Knowledge and Skills: Extensive knowledge of SCM in the Public Sector, PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Public Service Act and Batho Pele Principles. Knowledge of LOGIS system. Computer literacy (MS Word, Excel, PowerPoint). Good communication (verbal and written) and good managerial skills.

DUTIES : Receipt of all goods and services. Perform quantity and quality control. Allocation and management of warehouse items. Capturing of all received goods and services. Issuing of goods and services in line with departmental policies. The delivery of goods and services to the relevant stakeholders. Manage the allocated resources in line with legislative and departmental policy, directives, and comply with corporate governance and planning imperatives. Monitoring goods and services in line with SCM prescripts and according to the consumption rate. Compile reports and monitor usage. Monitor goods and services utilization functionality and financial performance. Maintain and improve the institutional supply chain management system in line with legislative requirements and the National Treasury's norms and standards. Supervise employees to ensure sound SCM. Manage and direct the provision of demand and acquisition management services. Develop efficient and cost-effective supply chain strategies. Manage the institutional quotation process (specification, evaluation, and adjudication) processes in line with relevant policies and standard operating procedures. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating theft and losses, wastage, and misuse of assets. Manage and direct the provision of contract management services. Manage Service Level Agreements (SLA's) with suppliers and service providers. Provide effective and efficient inventory management. Provide effective and efficient fleet management.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/158 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/A/21/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Matric plus tertiary qualification in Human Resource Management or related areas at NQF 6. 3 years of relevant experience at a supervisory level. Relevant PERSAL certificates. Knowledge and Skills: Ability to communicate issues in a tactful manner, Problem-solving skills. Computer skills. Numeracy skills. Literacy skills. Knowledge of the PERSAL System. Knowledge of policies/ implementation strategies. Knowledge of Human Resource Management Legislation/ Directives. Knowledge and understanding of the Human Resource Management environment.

DUTIES : Rendering a professional human resource management service on: Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances, etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, temporary employment, verification of qualifications, secretariat functions at interviews, probationary periods, etc.). Address human resource management enquiries to ensure the correct implementation of human resource management administration. Prepare and consolidate reports on personnel administration issues. Provide inputs on the development/amendments of Human Resource Management Policies. Inform, guide, and advise the Department/ personnel on human resource administration matters to enhance the correct implementation of personnel

administration policies. Conduct HR Audits. Coordinate submission of information for audit queries. Monitor implementation of the Audit action plan. Attend to queries/ complaints pertaining to Human Resource Practices. Report on activities of the Sub-Directorate. Management of staff within the component. The development and updating of Job Descriptions for reporting staff. The performance management of staff within the component. Facilitation of training interventions. Give direction, guidance, and advice to staff within the component.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/159 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: H/A/22/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : NQF level 6 in Labour Relations or relevant qualifications as recognized by SAQA. A minimum of 3 years' experience in Labour Relations or relevant field. Computer literacy. Knowledge and Skills: Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of application of legislation, policies and resolutions, project management. Conflict resolution skills. Sound organizing and planning skills. Coordination skills. report writing skills. Ability to work under pressure and adhere to strict deadlines.

DUTIES : Provide support, advice and facilitate the implementation of labour relations framework in the Department through the following key performance areas: Ensure misconducts and dispute cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct. Prepare witnesses for disciplinary hearing. Represent the department in disciplinary hearings. Represent the department in arbitrations. Ensure the facilitation of grievance resolution. Provide advice and development on labour relations matters. Prepare reports. Management of financial and human resources.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/160 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: H/A/16/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer, Bloemfontein

REQUIREMENTS : Senior certificate, plus Degree (NQF 7) in Human Resource Management/ Public Administration qualification as recognised by SAQA. A minimum of 3 years' experience in PMDS environment, of which 2 years should be on supervisory level. A valid driver's license. Knowledge and Skills: Policy analysis and development, Co-ordinating, monitoring and evaluation mechanisms, systems and processes, Labour Relations, Transformation, PMDS, All applicable legislations.

DUTIES : Facilitate the effective implementation of Performance Management and Development System in the department. Provide support and advice on moderation processes. Provide Training and development of employees on PMDS. Coordinate implementation of performance rewards. Manage resources to ensure that the objectives of the component are achieved.

ENQUIRIES : Mr.DM Nkala Tel No: (051) 408 1000

POST 17/161 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND JOB EVALUATION REF NO: H/A/17/2026**

SALARY : R487 197 per annum (Level 09), plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer, Bloemfontein

REQUIREMENTS : Senior Certificate, plus Degree (NQF 7) in Organisational Development and/or business administration with an OD focus qualification. A minimum of 3 years' experience in Organisational Development environment, of which 2 years should be on supervisory level. Certificate in Business Process Mapping, JE initial and follow-up training Certificates and JE Panel Certificate. A valid driver license. Knowledge and Skills: Setting of norms & standards, knowledge cost

		benefit analysis, HR Practices. Compilation of Job description, relevant legislations & policies, general office administration practices and PERSAL, Job Evaluation processes, compensate system, working knowledge of Org-Plus/ Visio, structure costing models, BPM & SOP techniques. Analytical, organising, presentation, computer, communication, interview, planning, supervising, problem solving, project management and conflict resolution.
<u>DUTIES</u>	:	Develop & maintain the organogram/s. Develop, review and analyse norms and standards. Conduct job evaluation on identified/prioritized jobs and advice on the application thereof. Provide advice on the development of job descriptions. Manage resources to ensure that the objectives of the component are achieved.
<u>ENQUIRIES</u>	:	Mr.DM Nkala Tel No: (051) 408 1000
<u>POST 17/162</u>	:	<u>ASSISTANT MANAGER: NURSING: PNA7 REF NO: H/A/14/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R413 121 – R472 359 per annum Grade 2: R482 499 – R550 389 per annum Grade 3: R564 822 – R683 808 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Nketoana District Hospital
	:	Matric, basic qualification accreditation with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council. Current registration with the South African Nursing Council (SANC) Professional Nursing. A minimum of 8 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management Level. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer Literacy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant frameworks.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources
<u>ENQUIRIES</u>	:	Mr SR Sithole Tel No: (058) 303 5123
<u>POST 17/163</u>	:	<u>NUTRITIONIST REF NO: H/N/1/2026</u>
<u>SALARY</u>	:	Grade 1: R413 121 - R472 359 per annum Grade 2: R482 499 - R550 389 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Fezile Dabi District
	:	Dietetics Degree/Minimum educational qualification: appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) as a Nutritionist, plus current HPCSA registration for 2026/2027. Registration with the HPCSA as Nutritionist. Grade 1: None after registration with HPCSA in respect of RSA – qualified employees. 1- year relevant experience after registration with the HPCSA as Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Nutritionist in respect of RSA -qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA as a Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Nutritionist in respect of RSA – qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as a Nutritionist in respect of foreign qualified employees, of whom it is not required to perform community services as required in South Africa.

Inherent requirements of the job: willingness to work as a Nutritionist within the multidisciplinary team. Knowledge and Skills: Effective interpersonal skills, planning and organizational skill and leadership qualities. Computer Literacy and Driver's License. Knowledge of current health and public legislation, regulations and policies. Knowledge in the application of Clinical Nutritionist, theory, practices and ethics. Applying of dietary principles as part of the treatment of an individual, relative to a specific disease and following prescription by a medical doctor. Establish and applying guidelines for maintenance of healthy nutritional practices for individuals. The establishing and applying of guidelines for adequate food and nutrition in institutions for healthy and or ill persons.

DUTIES : Supporting Primary Health Care facilities/ Clinics and rotate to clinics for therapeutic Nutrition, coordination, implementation, monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific, nutrition support on all INP programs, namely disease specific. Nutrition support, treatment and counselling, micro-nutrient and malnutrition Control, youth and Adolescent Food Service management, supplementary feed scheme. Growth monitoring and promotion, mother baby friendly initiative. Community based nutrition initiative, maternal nutrition. Nutrition education, promotion and advocacy. Working with the team responsible for data verification at clinic level. Control stock Equipment and materials, ensure accurate record keeping and reporting. Provide therapeutic counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out Duties as delegated to promote service delivery.

ENQUIRIES : Me. C De Vries at (083) 262 2163, Tel No: (016) 973 2402

POST 17/164 : **ENVIRONMENTAL HEALTH PRACTITIONER: GRADE 1 – 3 REF NO: H/E/4/2026 (X1 POST)**

SALARY : Grade 1: R413 121 – R472 359 per annum
Grade 2: R482 499 – R550 389 per annum
Grade 3: R564 822 – R683 808 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Bongani Regional Hospital, Welkom
: Senior certificate or equivalent qualification plus Diploma / Degree in Environmental Health and or an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession. Currently registered as an Independent Environmental Health Practitioner for 2026/2027. Grade 1; South African qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in of respect of employees who performed Community Service as required in SA. Foreign qualified employees: One 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service as required in SA. Hospital experience and extension knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, Verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid driver's license.

DUTIES : Waste management (ensure proper handling and monitor of general waste and health care risk waste) Safety Health Environment Risk and Quality (SHERQ) management. Waste quality monitoring (collection of water samples and analyzing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.

ENQUIRIES : Mr. T Tsoho Tel No: (057) 916 8285

POST 17/165 : **ARTISAN FOREMAN GRADE A: FITTER & PLUMBER REF NO: H/A/23/2026 (X2 POSTS) (X1 FITTER & X1 PLUMBER)**

SALARY : R397 329 per annum, plus 13th Cheque, Homeowner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

<u>REQUIREMENTS</u>	:	Senior Certificate, plus appropriate trade test certificate as recognized by SAQA. A minimum of 5 years of experience as an Artisan. A completed apprenticeship and proof of passing a trades test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981, as amended, or a certificate issued under the provisions of the repealed section 27 of the Act referred to. Knowledge and skills: Knowledge of Public Service legislation, policies, and procedures. Excellent time management. Written and verbal communication skills and report. Good interpersonal skills with colleagues and other departments. Honesty, integrity, and high work ethics. Computer literacy. Ability to read floor plans and schematic drawings. Steam reticulation maintenance. Steam boilers. Autoclave repair and maintenance. Fault-finding in general. Inspection of equipment according to set standards. Keep and maintain job cards and other registers. Maintain agreement with the development plan. Conversant with the OHS Act and regulations. Knowledge of generators and pumps. Welding. Application knowledge of generators, medium voltage substations & switch gears, ISOLOCS, PLC. Single-phase Wireman's license. Installation electrician.
<u>DUTIES</u>	:	Supervision and monitoring of completion of job requests (H24). Attend to job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Perform administrative functions. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. A. MPhale Tel No: (051) 405 3186
<u>POST 17/166</u>	:	<u>LABOUR RELATIONS OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Universitas Academic Hospital Ref No: H/L/1/2026 Corporate Office: Bloemfontein Ref No: H/L/2/2026
<u>REQUIREMENTS</u>	:	Recognized three-year degree/ diploma in Labour Law/ Labour Relations or equivalent qualification. Computer literacy. Knowledge and Skills: Labour Relations Legislation. Processes of labour relation matters. Good communication skills. Facilitation skills. Conflict resolution skills. Analytical skills. Presentation skills. Negotiation skills. Organising skills. Interpersonal relationship skills.
<u>DUTIES</u>	:	Handle misconduct cases, grievances and disputes in line with relevant legislation/ resolutions to ensure proper resolution thereof. Advice management on all labour relations matters in order to minimise unfair labour practices. Capture information of misconduct cases, grievances and disputes on employee relations management information system for record keeping purposes. Provide a secretariat service to the institutions consultative committee.
<u>ENQUIRIES</u>	:	Me. S Mpanza Tel No: (051) 405 3099 Mr. RS Khoali Tel No: (051) 408 1000
<u>POST 17/167</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: H/S/1/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Universitas Academic Hospital (UAH). Bloemfontein
<u>REQUIREMENTS</u>	:	Senior Certificate, plus a Diploma in Human Resource Management or related areas qualification at NQF 6 as recognised by SAQA. A minimum of 3 years' experience in an HR environment. Relevant PERSAL Certificates. Knowledge and Skills: Working knowledge and understanding of the legislative framework governing the Public Service. Public Service Regulation 2016, as amended, and the Public Finance Management Act. Computer literacy, planning, and organization. Good communication (verbal and written). Teamwork, flexibility, and responsibility.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource

		administration enquiries. Allocate and ensure quality of work. Personnel development.
<u>ENQUIRIES</u>	:	Me. S Mpanza Tel No: (051) 405 3099
<u>POST 17/168</u>	:	<u>ADMIN OFFICER REF NO: H/A/24/2026</u>
<u>SALARY</u>	:	R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital Diploma in Office Administration. Grade 12 / National Senior Certificate. Computer literacy (MS Excel, Word, Outlook). Senior Certificate, plus Diploma (NQF 6) in Public Administration /Financial Management/ Accounting or related qualification as recognised by SAQA. A minimum of 3 years in PERSAL administration or finance environment. Knowledge and Skills: Knowledge of the PERSAL system, knowledge of HR and financial systems. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Strong analytical and numerical skills. Good communication, report writing and problem-solving skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Administer and analyze expenditure by monitoring personnel-related expenditure, identifying variances, and providing accurate financial reports to support budgeting and decision-making processes. Manage and correct personnel linkages on the PERSAL system by ensuring that all employees are correctly linked to appropriate cost centres, departments, and funding sources, and by resolving any discrepancies timeously. Compile, verify, and analyze data from the PERSAL system to ensure accuracy, completeness, and alignment with reporting requirements. Ensure data integrity on the PERSAL system by regularly reviewing and updating employee information, detecting errors and implementing corrective measures to maintain reliable records. Provide administration support in financial and HR reporting by preparing reports, maintaining records, and assisting management with information required for audits and compliance purposes. Ensure compliance with relevant legislation, policies, and procedures, including the Public Finance Management Act (PFMA), Treasury Regulations, and departmental prescripts. Liaise with internal and external stakeholders, including HR, Finance, and other departments, to resolve PERSAL and expenditure-related queries and ensure efficient service delivery.
<u>ENQUIRIES</u>	:	Mr. K. Kwakwa Tel No: (051) 405 3287
<u>POST 17/169</u>	:	<u>ADMIN OFFICER REF NO: H/A/25/2026</u>
<u>SALARY</u>	:	R338 106 per annum plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital Senior Certificate plus a Diploma in Public Administration or a related qualification recognized by SAQA. A minimum of 3 years' experience in support services, facilities management, or a related administrative environment. Knowledge and Skills: Understanding of administrative systems within a Public Service environment. Ability to read, interpret, and write reports and correspondence. Excellent communication (verbal and written). Strong organisational and coordination skills. Computer literacy (MS Excel, Word, Outlook). Knowledge of Public Service Regulations, as amended.
<u>DUTIES</u>	:	Provide administrative coordination and management. Supervise the implementation of porter, housekeeping, cleaning, and laundry services. Provide financial administration support services in the component. Ensure full compliance with Occupational Health and Safety legislation and policies. Develop and implement systems for the control and distribution of PPE and cleaning materials. Supervise human resources/staff.
<u>ENQUIRIES</u>	:	Me. S Mpanza Tel No: (051) 405 3099
<u>POST 17/170</u>	:	<u>ADMIN OFFICER REF NO: H/A/26/2026</u>
<u>SALARY</u>	:	R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Universitas Academic Hospital Senior Certificate, plus Diploma in Public Administration or related qualification as recognized by SAQA. A minimum of 3 years of experience in an office administration environment. Knowledge and Skills: Understanding of

administrative systems within a public service environment. Excellent communication (verbal and written). Strong organizational and coordination, planning, and prioritization. Ability to read, interpret, and write reports and correspondence. Computer literacy (MS Excel, Word, Outlook)

DUTIES : Coordinate and monitor HR-related quality assurance and risk management processes within the institution. Compile and maintain reports on compliance with HR policies, audit findings, and risk registers. Assist in the implementation of audit action plans and monitor progress. Maintain and update the approved staff establishment in line with organizational structures. Compare approved posts with filled posts and identify any differences. Assist in monitoring funded and unfunded posts and providing reports. Support organizational structure alignment and post-provisioning processes. Coordinate and compile PMDS spreadsheets and reports for the institution. Monitor submission of performance agreements, reviews, and assessments. Ensure compliance with PMDS policies and timeframes. Provide administrative support during PMDS cycles and audits. Collect, verify, and analyze HR data for reporting purposes. Compile monthly, quarterly, and annual HR reports. Ensure accuracy and integrity of data on systems such as PERSAL. Maintain proper record-keeping and filing systems (manual and electronic). Provide administrative support to HR projects and operational activities. Prepare submissions and reports for management. Coordinate meetings, take minutes, and follow up on action items.

ENQUIRIES : Me. S Mpanza Tel No: (051) 405 3099

POST 17/171 : **STATE ACCOUNTANT REF NO: H/S/2/2026 (X3 POSTS)**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate, plus Diploma in Financial Management at NQF 6 or equivalent as recognised by SAQA. A minimum of 3 years' experience in finance environment. LOGIS/BAS Certificates. Knowledge and Skills: Knowledge of LOGIS/BAS and PERSAL. Knowledge of related policies, directives and legislation. Ability to communicate issues in a tactful manner. Problem solving skills, computer skills, numeracy skills, literacy skills, supervisory skills and analytical skills.

DUTIES : 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) and Budget (Capture Budget, Virement, Adjustment Budget on BAS etc.). Maintain an effective and efficient claims recoverable and payable account for Provincial/ National Departments and outside institutions. Check and verify claims issued. Verify the clearing of all related ledger accounts through the compiling and processing of journals on the BAS. Verify all Sundry payments regarding claims payable. Monitor and verify all cheque payments. Compile weekly reminder letters for all outstanding claims older than 30 days. Compile monthly status and Key Control Matrix Report (KCM) on all outstanding interdepartmental claims. Forward monthly confirmation letters regarding outstanding balances. Provide first line support to the users of BAS. Assist with the management of new releases of BAS to officials in the department. Provide support on the following functional areas: Allocations, Bank service interface, Budgets, Debts, Disbursements, Entities, Interfaces for PERSAL, Bank, LOGIS and other systems Journals, Period opening and closing, Receipts, Reporting, Printing of payment stubs, Third party transport. Assist users with password resets and training nominations. Compile quarterly BAS user profile verification reports for BAS security management (User profiles and printers). Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Mr. K. Kwakwa Tel No: (051) 405 3287

POST 17/172 : **SUPPLY CHAIN PRACTITIONER REF NO: H/S/3/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior Certificate plus, Diploma in Supply Chain Management/ Public Management/ Financial Management or equivalent qualification at NQF 6. LOGIS / BAS certificates. Knowledge and Skills: Knowledge of LOGIS System. Knowledge of the relevant Supply Chain Management Legislation/ Directives, LOGIS /BAS system, PFMA and SCM delegations. Communication, interpersonal skills, problem solving skills, computer skills, numeracy skills, literacy skills, supervisory skills, analytical skills and presentation skills.

DUTIES : Coordinate the implementation and maintenance of Supply Chain Management practices: Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.), assets (Disposals), loss Control, demands, acquisitions and approve transactions on LOGIS / BAS according to delegations. Inform other stakeholders about the changes made in the logistics management. Ensure that order register is used, updated and kept safe. Transactions are processed with the correct delegations (Financial, SCM and LOGIS). Follow up with Supplier in terms delivery on frequent basis. To follow up on unauthorized orders on weekly basis. Verify bank details before order authorized. Prepare and place orders at suppliers. Ensure all required or necessary documents are attached certified. Perform administrative related functions. Allocate and ensure quality of work. Personnel development. Assess staff performance. Ensure discipline of staff.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/173 : **TRANSPORT OFFICER REF NO: H/T/1/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : Senior/ Grade 12 certificate. A three-year recognized qualification in Public Administration / Fleet Management couple with 2 years' experience in the transport environment. Valid driver's license. Knowledge and Skills: Knowledge of relevant transport policies and prescripts. analytical, good financial Management, computer literacy, communication (written and verbal), good interpersonal, Planning and organizing skills. Ability to work long hours independently. Ability to work under pressure.

DUTIES : Checking of the vehicle after each trip. Issuing of trip authorities. Completion of trip authorities. Ensure trips are authorised. Issuing of cars. Coordination of trips to ensure cost effectiveness. Overseeing of drivers. Safe keeping of car keys and petrol cards. Filling of petrol slips and invoices. Renewal of petrol cards. Checking license disc for expiring date. Check PDP of drivers for expiring date. Report lost petrol cards. Checking of log sheet on arrival · Do report of fleet on month end. Attend management meetings. Ensure cars are kept clean at all time Plan maintenance of cars. Ask for quotations for repairs. Do inspections on cars. Ensure that vehicles are serviced according to the travelled kilos. Check life span of vehicles. Report any accident Ensure training and development (in-service training of service). Conduct performance evaluation. Plan and manage leave and staff attendance. Mentoring. Inputs into planning of continuous development programmes. Do overtime of drivers.

ENQUIRIES : Me. MJ Tsoeu Tel No: (051) 405 3911

POST 17/174 : **FOOD SERVICE MANAGER REF NO: H/F/1/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Home Owner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Universitas Academic Hospital

REQUIREMENTS : A National Diploma in Food Service Management/Food and Beverage Management (3 years HET level) or BTech in food Service Management/Food and Beverage Management (4 years HET level) or relevant qualification. Minimum of three (3) years' supervisory experience in a hospital environment. Valid driver's license. Knowledge and Skills: Knowledge of National and Provincial policies, procedures, Acts and protocols related to quality assurance, infection control, hygiene and food safety within a healthcare setting. Sound knowledge of menu planning, standardized recipes and stock control processes. Computer literacy with proficiency in standard office applications. Ability to under pressure and manage multiple tasks effectively. Good report writing skills and the ability to compile accurate and concise reports. Ability to effectively manage teams and operations.

DUTIES : Ensure quality food provisioning for both normal and therapeutic diets (Menu planning and food preparation). Collaborating with registered dietitians to create patient menus, considering dietary restrictions, preferences, and special needs. Collaborating with medical staff to provide individualized patient nutrition care and plan modified diets. Ensuring patients are satisfied with their meals and addressing any complaints or concerns. Compiling of a demand plan for the food service unit). Procurement of food items using the correct supply chain procedures. Managing food inventory, ordering supplies, and controlling costs. Assist with good practices in health and safety measures. Implementing and maintaining food safety and sanitation procedures, ensuring compliance with health and safety regulations. Assist with good practices in hygiene. Overseeing food preparation, ensuring adherence to standardized recipes, portion control, and quality standards. Staying up-to-date on regulations and accreditation standards related to food service operations. Addressing challenges that arise in the food service department and implementing effective solutions. Evaluate and monitor performance of employees to ensure achievement of goals and objectives. Monitor the development of sub-ordinates. Develop and maintain employee motivation. Manage leave of sub-ordinates.

ENQUIRIES : Ms. M.R Tongwane, Food service manager Tel No: (051) 405 3911

POST 17/175 : **SECURITY MANAGER REF NO: H/S/4/2026**

SALARY : R338 106 per annum, plus 13th Cheque, Homeowner Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Universitas Academic Hospital
National Senior Certificate/ Grade 12. National Diploma NQF Level 6 in Security Management/ Security Risk Management or equivalent. 3 years' experience in a security management environment as a Security Officer Supervisor. Registration with PSIRA. A valid driver's license. Knowledge and Skills: Knowledge of the relevant Public Service Regulation, access control, security regulations, and procedures. Able to write, read and communicate at least two of the official languages applicable in the Free State. Knowledge of CCTV surveillance and control room practice. Physically fit. Willingness to work long hours and available 24 hours. Ability to write reports. Computer skills. Communication skills.

DUTIES : Manage and monitor access control to the buildings: Define services that the visitors require and ensure that visitors are referred to the relevant service delivery point. Check the completeness of admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues. Ensure that unauthorized people and dangerous objects do not enter the building/ premises. Report breaches and follow up on incidents. Manage the undertaking of building/premises patrols. Ensure that all entrances are locked and unlocked, check water leaks and that taps are closed, identify and check fire hazards, exposed electricity contacts, and other fire hazards. Check that lights are switched on and off as required. Check and report suspicious objects and packages. Monitor application of emergency procedures. Ensure maintenance and safekeeping of equipment, documents, and stores of the Department. Check the completeness of registers to control the movement of equipment, stores, and documents that leave the building/ premises unauthorized. Analyse gathered information or reports on missing and stolen equipment and stores. Manage handling of documents as points of entry according to classification and the applicable prescripts. Ensure maintenance and safe record-keeping of registers. Check and verify all recorded incidents in the occurrence book/register. Check and verify all submitted weekly and monthly registers. Facilitation of procurement for security services. Check verity accuracy of work orders, time sheets, and invoices. Manage personnel, i.e., leave overtime, etc., maintain discipline, and ensure that Security Officers wear uniform at all times.

ENQUIRIES : Ms. S Mpanza, Deputy Director: HR and Admin Tel No: (051) 405 3099

POST 17/176 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R338 106 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Corporat Officer: Chief Financial Officer Ref No: H/P/20/2026
Corporat Officer: Chief Director: Financial Management Ref No: H/P/21/2026

<u>REQUIREMENTS</u>	:	Senior Certificate plus, Secretarial Diploma/Office Management qualification at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience in rendering a secretarial support service to senior management. Knowledge and Skills: Good telephone etiquette. Computer literacy. Sound organisational skills. Good people management and interpersonal skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Receives telephone calls in an environment where, in addition to the calls for the Executive Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g.: fax machines and photocopiers are in good working order. Records the engagements of the Manager. Utilises discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from the office of the Manager. Ensures the safekeeping of all documentation in the office of the Manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Progress, Monthly and Management reports Scrutinizes routine submissions/reports and make notes and/or recommendations for the Manager. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the manager and the section where required. Ensures that travel arrangements are well coordinated. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Manager as required. Coordinates logistical arrangements for meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Checks and correlates BAS reports to ensure that expenditure is allocate correctly. Compares the MTEF allocation with the requested budget and informs the Manager of changes. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.
<u>ENQUIRIES</u>	:	Mr. TM Moremi Tel No: (051) 408 1000 Mr.C Eleftheriou Tel No: (051) 408 1000
<u>POST 17/177</u>	:	<u>INTERNAL AUDIT REF NO: H/1/2026 (X4 POSTS)</u> Re-advertised
<u>SALARY</u>	:	R338 106 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Corporate Officer, Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or equivalent qualification in Internal Auditing / Accounting / Risk Management. Valid Driver's License. Knowledge and Skills: Knowledge required: Knowledge of relevant Provincial and National legislation. Public Administration. PFMA, Treasury Regulations, Global IIA Standards, and other relevant policies & guidelines. Skills required: Policy analysis. Communication skills (Written and verbal). Planning. Analytical skills. Organizing. Problem solving. Time management. Client orientation and customer focus. Ability to work collaboratively with a range of internal services and external organizations in a facilitating, enabling, advisory or informative capacity. Functions under pressure. Knowledge of Teammate audit software. Qualification in Information Technology Audit and Financial Information Systems. 1-3 years' experience in audit environment (internship included) will be an added advantage.
<u>DUTIES</u>	:	Provide inputs in conducting risk assessments. Assist in planning and conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Prepare audit programmes. Conduct audit assignments in accordance with audit methodology and Global Internal Audit Standards. Gather adequate, reliable and useful evidence. Assist in preparing draft audit reports for review by management. Conduct ad-hoc assignments and follow up audits. Assist in the administration of the Internal Audit activities.

ENQUIRIES : Mr SM Lekola Tel No: (510) 408 1000

POST 17/178 : **HUMAN RESOURCE OFFICER (PERSAL) REF NO: H/H/1/2026**

SALARY : R237 453 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

CENTRE REQUIREMENTS : Corporate Officer, Bloemfontein
 : Grade 12 or equivalent at NQF Level 4 as recognized by SAQA. Knowledge and Skills: HR Related prescripts and Acts. PERSAL System functionality. Excel skills. PERSAL Policy. PERSAL Delegations. PERSAL Helpdesk User Friendly Manual. Communication (verbal and written) Computer literacy (Word, Excel, Outlook), interpersonal and ability to work independently.

DUTIES : Assist in handling PERSAL Status report, Exceptional reports, Circulars, Practice Notes, monitoring letters, System Generated ID's, Work Permit Expiry according to pre-scribed guidelines. Clearing of the suspense file. Assist in handling SCC. Assist in handling of reset system and functionality of all users. Assist in registering PERSAL LU Name & IP address to enable new PERSAL User to access the PERSAL system from his/her own computer as well as enabling the restriction of access as per prescribed Treasury Regulations. Provide information on PERSAL related on request. 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. Keep and maintain the incoming and outgoing document register of the unit. Update and maintain PERSAL Training Database (TMS System). Assist in co-ordinating PERSAL training Filing of all documents Monthly reporting and record keeping. Maintain PERSAL in terms of the National Minimum Information Requirements (NMIR). Check / Capture / Correct / Update personnel particulars. Capture inputs done at institutional level.

ENQUIRIES : Mr. KV Mofokeng Tel No: (510) 408 1000

**PROVINCIAL ADMINISTRATION: GAUTENG
PROVINCIAL TREASURY**

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.



- APPLICATIONS** : Applications should be submitted online at: <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached.
- CLOSING DATE** : 08 June 2026 @00:00 midnight.
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise, and the other will be an Integrity (Ethical Conduct) Assessment. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021. Pre-entry SMS certificate is compulsory for SMS appointments. 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
- ERRATUM:** Kindly note that the following (2) SMS posts were advertised in Public Service Vacancy Circular 16 dated 15 May 2026: (1) Deputy Director General: Municipal Finance Management with Ref No: Refs/048597. (2) Chief Director: Public Finance with Ref No: Refs/048599. The closing date for the positions has been extended to 08 June 2026 @00:00 midnight.

MANAGEMENT ECHELON

- POST 17/179** : **DIRECTOR: OPEN TENDER SUPPORT REF NO: REFS/049767**
Directorate: Provincial Supply Chain Management
- SALARY** : R1 266 714 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : Tertiary Qualification (NQF Level 7) in Supply Chain Management/ Logistics/ / Public Administration / Economics/ Commerce. 5 years of experience at a middle/senior managerial level. Public Service SMS Pre-entry Programme must be submitted prior to appointment. Valid driver's license.
- DUTIES** : Monitor, review, and provide oversight on procurement planning in the province. Provide mechanism/s on improving compliance and implementation

of planned procurement. Manage, provide oversight and report on the implementation of the Open Tender Process in the Province. Establish uniform processes and procedures across the supply chain operations to ensure consistency and reliability in the process. Ensure achievement of efficiency and effective operation of the unit. Understand, interpret and apply SCM prescripts. Data management to ensure accurate reporting. Manage the performance of probity auditing services to ensure effectiveness and value-add. Improve supply chain efficiencies and advance competence in supply chain development. Identify supply chain risks, develop and implement risk management strategies and contingency plans. Leverage technology to enhance supply chain operations and drive innovation. Provision of strategic leadership in the management of the supply chain. Lead and mentor the supply chain team, fostering a culture of high performance and professional development. Provide in-house SCM training and workshops on SCM reforms. Manage stakeholders. Foster collaborations with various business units.

ENQUIRIES : Mr. Tebogo Thobejane – tebogo.thobejane@gauteng.gov.za
NOTE : The position is earmarked to address employment equity in terms of female and youth representation at Senior Management level.

OTHER POSTS

POST 17/180 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT ACQUISITIONS AND LOGISTICS REF NO: REFS/049768**
 Directorate: Office of the Chief Financial Officer

SALARY : R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Degree in Supply Chain Management / Procurement / Finance / B-Tech in Logistics. 3 - 5 years' experience in the Supply Chain Management environment at an ASD level. Driver's License.

DUTIES : To manage the sub-directorate, develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition and Logistics Management). Oversee the bidding process. Compilation of bid documents and advertisements. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Ms. Baleseng Sedibe Email: baleseng.sedibe@gauteng.gov.za

POST 17/181 : **DEPUTY DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: REFS/049769**
 Directorate: Financial Governance

SALARY : R932 292 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg
REQUIREMENTS : A tertiary qualification Degree (NQF level 7) as recognised by SAQA in Risk Management / Accounting/ Finance/Internal Auditing Membership to IRMSA is an added advantage. 3 - 5 years' experience in the Risk Management/Auditing field at Assistant Director level. Experience in team management/supervision. Drivers licence.

DUTIES : To promote and enforce Provincial Risk Management Services in Departments and delegated Municipalities. Monitor, enforce and report on Risk Management. Implementation in Departments and Municipalities. Provide support and capacity building to Provincial Departments and Municipalities. Development and maintenance of the Risk Profiles. Management and Administration. Technical support to sector departments. Ensure submission of accurate and timeous management reports. Perform operational planning and inputs into strategic planning. Monitor performance agreements and performance assessment of staff and quality control of work delivered.

ENQUIRIES : Mr. Tebogo Thobejane – email: tebogo.thobejane@gauteng.gov.za

POST 17/182 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/049770 (X3 POSTS)**
Directorate: Financial Governance

SALARY CENTRE REQUIREMENTS : R487 197 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/Finance/Auditing. 3 – 5 years' experience in Accounting or Auditing or Asset Management field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and Asset Management Frameworks. Knowledge and understanding of GRAP, GAAP and /or IFRIS Advanced excel (VLOOKUP function, Pivot table), PowerPoint and word.

DUTIES : Final review of draft AFS based on Audit Committee findings, Issue findings report where audit committee didn't approve the AFS. All GPG departments, trading and public entities IFS/AFS reviewed against the applicable accounting frameworks. Review (WIP) reports from the departments to identify project status. Update of GPG immovable asset register with completed projects. Master Data Clean-up for SAP implementation. Review of inventory reports submitted by GPG departments. Review close out reports on verification and ensure that the FAR is updated. All GPG departments monitored on annual asset verification process. Review (WIP) reports from the departments to identify project status. Review of section 40 reports within set timelines for both assets and inventory reports and update GPG Immovable Asset. Review progress on implementation against IFS. Tracking Implementation of Audit.

ENQUIRIES : Mr. Teneko Bangelo email: teneko.bangelo@gauteng.gov.za

POST 17/183 : **ASSISTANT DIRECTOR: ACCOUNTING COMPLIANCE (STATUTORY DEDUCTION MANAGEMENT) REF NO: REFS/049771 (X2 POSTS)**
Directorate: Financial Governance

SALARY CENTRE REQUIREMENTS : R487 197 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting/Finance. 3-5 years' experience in Statutory Deductions Management environment. Experience in use of PERSAL, BAS and SAP. Project management will be an advantage.

DUTIES : Contribute in innovation and project implementation. Manage staff and ensure achievement of Operational Plan targets. Review and approve claim letters to each owing department. Analyse; identify and break down for each department. Recover Interdepartmental debts and facilitate payments to 3rd party creditors. Implement process improvement processes. Ensure compliancy to ISO 9001, PFMA, Treasury Regulations and other legislations in relations to Statutory Deductions Management and Human Resources Management. Prepare inter-departmental statements. Provide CFO's, HR & Finance managers in GPG departments with monthly management, reports in relations to Statutory Deductions. Perform other value add services namely. Identify and prevent or recover fraudulent or incorrect payments. Monthly & Bi-Annual Tax and UIF Reconciliation. Resolve challenges on unresolved cases as reported by the Practitioner.

ENQUIRIES : Mr. Teneko Bangelo email: teneko.bangelo@gauteng.gov.za

POST 17/184 : **ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: REFS/049772**
Directorate: Gauteng Audit Services

SALARY CENTRE REQUIREMENTS : R487 197 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Internal Audit, Certified Internal Auditor (CIA) Professional Internal Auditing (PIA), General Internal Auditing (GIA) and Internal Audit Technician (IAT) will be an added advantage. 3-5 years' experience as an Internal Auditor and driver's licence.

DUTIES : To conduct quality assurance reviews to ensure there is conformance to the Global Internal Audit Standards, assist with software administration, methodology development and maintenance. Develop and maintain GAS policies and methodologies: Implementation of the approved QA plan: Effective management of software quality control of all updates and changes to audit

ENQUIRIES

software: Ensure effective stakeholders management and marketing internal
audit: Staff development.
: Ms. Baleseng Sedibe Email: baleseng.sedibe@gauteng.gov.za

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998.



- APPLICATIONS** : Please note that applicants should only use one of the following methods when applying for a post: either through the online e-recruitment system, emailing the Z83 and CV directly to the relevant department, or submitting a hard-copy application as directed:
 Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, Pietermaritzburg, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201, in the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Siphon Zangwa.
 "Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: kznjobs@kznedtea.gov.za All attachments for Email applications must include an application form Z83 and CV only combined in PDF and as one (1) document or attachment, indicating the correct job title and the reference number of the post on the subject line of your email Applicants may also visit any one of our Designated Online Application Centres (DOACS), where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs."
- CLOSING DATE** : 12 June 2026 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021, obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za/vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated, detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY. Shortlisted candidates must submit certified documents on or before the day of the interview, following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be required to undergo a competency test/technical exercise. Candidates are discouraged from sending their applications through registered mail, as the Department will not take responsibility for the non-collection of those applications. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and/or previous employer(s) apart from the referees listed. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based

assessment). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry, and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>. Regrettably, due to excessive budget cuts, the Department is not in a position to cover any travel and subsistence costs associated with recruitment processes. The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer, and women and people with disabilities are encouraged to apply. The Department reserves the right not to make these appointments. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment

MANAGEMENT ECHELON

- POST 17/185** : **CHIEF DIRECTOR: ECONOMIC EMPOWERMENT REF NO: CD-ECO EMPOWER- 01/ MAY 2026**
Business Unit: Economic Empowerment
- SALARY** : R1 494 900 - R1 787 328 per annum (Level 14), (all-inclusive salary package to be structured under the rules of SMS)
- CENTRE** : Head Office: Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree in Economics/Accounting/ Development Studies, Business Management at NQF level 7 as recognised by SAQA. Postgraduate qualification in an appropriate Bachelor's Degree will be an added advantage. A minimum of five years at a Senior Managerial level in one or more of the following areas: Economic Transformation, Economic Empowerment of target group (Women, Youth, People with Disabilities, Township/Rural Economies Revitalization, and Black Industrialists). Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment. A valid driver's licence. Skills, Training, and Competencies: The successful candidate must have broad knowledge and understanding of the programmes and activities of the Department; knowledge of socio-economic conditions in the Economic Development field, with particular emphasis on the Economic Empowerment of Youth, Women, and People with Disabilities. Knowledge of Provincial and National Economic Policies and Strategy, Dynamics of Economic Transformation in KZN Province, National Small Business Act, Integrated Small Enterprise Development Strategy, Broad-Based Black Economic Empowerment Strategy; Township and Rural Economies Revitalization, Developmental Priorities of KwaZulu - Natal Province. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks. Knowledge of the National Development Plan and the Provincial Growth and Development Plan, Industrial Development Strategy, Integrated Policy Action Plan (IPAP 2, New Growth Path (NGP), and Provincial Growth and Development Strategy. Skills: Excellent communication and interpersonal skills, Excellent leadership skills, Ability to interpret and apply policy, Computer literacy, Strategic Planning, Project Management, Presentation skills, Negotiation skills, Report writing skills, Assertiveness skills, Coaching and mentoring skills, good planning and organizational skills, Well-developed analytical and research Skills
- DUTIES** : Facilitate and coordinate economic transformation operations and economic empowerment compliance in the province. Oversee the implementation of youth, women, and people with disabilities economic empowerment in the province. Facilitate and coordinate the localization of opportunities, townships, and rural economies revitalization in the province. Oversee the implementation of the Black Industrialist programme. Ensure the development and implementation of Economic Empowerment policies, strategies, programmes, such as risk and integrity management, Operation Sukuma Sakhe/ DDM.

Ensure effective management of the resources of the office of the Chief Directorate.

ENQUIRIES : Dr S Sibeta: Tel No: (033) 264 2612
NOTE : Preference will be given to Women, Youth and Persons with Disabilities who meet the requirements.

OTHER POSTS

POST 17/186 : **DEPUTY DIRECTOR: ECONOMIC ANALYSIS REF NO: DD- ECO ANALY 02/MAY 2026**
Business Unit: Economic Analysis

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree / Three-year National Diploma in Economics at NQF Level 6/7 as recognized by SAQA. A postgraduate degree will serve as an added advantage. A minimum of 3 years 'experience in junior management or at an economist level focusing on economic analysis, economic modelling, economic research, and statistical analysis. A valid driver's License. Skills, Training, and Competencies: The successful candidate must have rigorous and in-depth knowledge of economic analysis, applied statistics and econometrics, and policies in the Public Sector. Sound knowledge of Skills Development Act, National Development Plan, Project Management Principles, South Africa's Automotive Industry Master Plan, National Tourism Master Plan, South Africa Industry Development Plan, National Spatial Economic Development Plan, Provincial Spatial Economic Development Plan, South Africa Trade Policy, National Framework for Local Economic Development (LED), South Africa Macroeconomic Framework. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principles. Skills Ability to provide leadership in Provincial and National Economic Analysis, Forecasting, economic modelling, applied statistical data analysis, strategic Management and People Skills and use of advantaged excel and other data analysis tools, economic analysis, data analysis, policy development Communication skills (verbal and written), presentation skills, report writing, planning and organizing, advanced research skills, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

DUTIES : Facilitate the conducting of in-depth economic analysis using advanced quantitative methods and tools; Facilitate the collection, organization, and validation of relevant economic data from various sources; Establish partnerships with relevant stakeholders in the economy sector; Develop economic analysis policies and strategies aimed at improving service delivery; Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. C Hamadziripi Tel No: (033) 264 2781
NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male, and People with Disabilities who meet the requirements are encouraged to apply.

POST 17/187 : **DEPUTY DIRECTOR: TRADE PROMOTION FACILITATION REF NO: DD-TIPS 03/MAY 2026**
Business Unit: Trade And Sector Development

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree in Trade Economics/International Trade /Business Economics/Commerce Degree in Economics or Development Studies/Business Administration at NQF Level 7 as recognized by SAQA. An

Honours/ Master's Degree in any of the above fields will serve as an added advantage. A minimum of 3 years' junior management experience in the area of Trade and Investment Facilitation. Experience and knowledge of global, provincial, and national trade and investment issues and their implications for the provincial economy is also required. A valid driver's License is required. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge of Provincial and National Trade and Investment strategies and frameworks as a prerequisite. Knowledge of the National Industrial Policy Framework, National Trade and Investment Policies and key Government initiatives in the area of trade and Investment, including but not limited to the African Continental Free Trade Agreement (AFCFTA), South African Customs and Excise Act, Transport and Logistics Strategy, Common Market for Eastern and Southern Africa (COMESA) Trade Regulations, World Trade Organization (WTO) Agreements, International Chamber of Commerce (ICC) Trade Regulations and Incoterms, Good knowledge of the Development of strategies and policy implementation according to agree norms and standards. Knowledge of National Development Regulations, National Development Plan, KZN Investment Strategy, KZN Export Strategy, Project Management Principle, Industry Policy Action Plan (IPAP), Special Economic Zones (SEZ) Act and SEZ Policy, Provincial Growth Development Strategy (PGDS), International Chamber of Commerce (ICC) Trade Regulations and Incoterms. Sound knowledge and understanding of the Public Service Regulatory Framework, e.g., Public Service Act, PFMA, Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele Principles), Employee Performance Management System, Skills Development Act, Promotion of Access to Information Act, National Development Plan, Project Management Principle. Skills such as Communication at all level including Provincial Departments, Senior Management, and Private Sector Organization, strong research and analytical skills, sound leadership and interpersonal skills, management skills, strong coordinating and administrative capabilities, report writing, policy formulation/development, strategic management, interpersonal relations, project management, computer literacy, time management, change leadership and transformation, diversity management skills, facilitation skills, and decision-making skills. Attributes such as integrity, respect, honesty, teamwork, vision, transparency, commitment, and confidentiality.

DUTIES : Facilitate the Development of systematic marketing products to promote Trade and Investment in the Province; Facilitate and Coordinate the implementation of Trade Promotion Policies; Facilitate engagements with social partners to ensure Industrial Development and Economic growth in the Province through Trade and Investment; Facilitate the utilization of transport and logistics as means of promoting economic growth in the Province; Manage the resources of the Sub-directorate.

ENQUIRIES : Ms. FF Pupuma Tel No: (033) 264 2543

NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is People with Disabilities, African Male, Coloured Male, and Indian Male Who meet the requirements are encouraged to apply. For People with Disabilities, reasonable accommodations will be provided for the application process and the job itself.

POST 17/188 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL IMPACT MANAGEMENT REF NO: CEO – EIM 04/MAY 2026**
Business Unit: Environmental Quality Management

SALARY : R636 978 – R728 646 per annum, (OSD)
CENTRE : Umzinyathi District
REQUIREMENTS : The ideal candidate must have: An appropriate Honours or equivalent qualification in Natural Sciences, Environmental Management, Environmental Law, or Environmental Sciences. EAPASA Registration in terms of S24H of NEMA. 6 years' experience in Environmental Management, of which a minimum of 3 years must be in Environmental Impact Assessment (EIA). A valid driver's license. Skills, Training, and Competencies: The successful candidate must have practical knowledge of the Environmental Impact Assessment process; good working knowledge of Environmental Legislation and policies; knowledge and understanding of the environmental impact hierarchy and regulations; sound understanding of other integrated

environmental management tools; knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulation; Public Sector Regulations, Labour Relations Act. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Skills: Ability to communicate at all levels with relevant stakeholders. Ability to evaluate and review documents; Administrative management; Financial management; Project management; computer literacy, Report writing; Analytical and research skills; Presentation skills; decision making, people management; research skills; Conflict management; good interpersonal relations; problem solving; communication skills (verbal and written).

DUTIES : The incumbent will be required to: Facilitate and coordinate the EIA process, including the development of Environmental Authorizations, conditions of authorizations, and or exemptions. Facilitate and coordinate the dissemination of information and technical or procedural advice relating to impact management. Facilitate and coordinate the implementation of other IEM tools. Perform and manage administrative and related functions.

ENQUIRIES NOTE : Mr. T Gambu Tel No: (033) 328 8041
 : All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) Years before any transfers within the department can be considered.

POST 17/189 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: CEO – CME 05/MAY 2026 (X2 POSTS)**
 Business Unit: Compliance Monitoring and Enforcement

SALARY CENTRE : R636 978 – R728 646 per annum, (OSD)
 : King Cetshwayo
 : Umgungundlovu Districts

REQUIREMENTS : The ideal candidate must have: An appropriate Honours Degree in Environmental Management/Environmental Law/Natural Science field. Trained as an Environmental Management Inspector. A minimum of 6 years' experience in Environmental Management of which 3 years must be as an Environmental Management Inspector (EMI) within Compliance Monitoring and Enforcement, currently designated Environmental Management Inspectors within Compliance Monitoring and Enforcement will be an added advantage. A valid driver's license. Skills, Training, and Competencies: The successful candidate must have practical knowledge of Environmental Legislation; NEMA; Specific Environmental Management Acts (SEMAs); Public Service Regulations; Basic Conditions of Employment Act; Public Service Act; Criminal Procedure Act; Good working knowledge of Environmental Legislation and Policies; Knowledge and understanding of the regulatory framework for the Public Service e.g. PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act; Understanding the objectives and provisions of the National Environmental Management Act, 1998, the Environmental Conservation Act, 1989 and subordinate legislation. Skills: Computer literacy; presentation skills; report writing skills; analytical thinking; problem-solving skills; interpersonal relations; criminal investigation skills; communication skills (written and verbal).

DUTIES : The incumbent will be required to: Management of compliance monitoring including proactive sector compliance inspections and other projects. Management of criminal investigation processes including cases which result in criminal enforcement action according to the investigation protocol and department mandate. Management of administrative enforcement process, including drafting and issuing of legally defensible pre-notices, notices, directives and administration of legal correspondence and civil litigation. Management of compliance promotion/awareness programs. Management of administrative and related functions.

ENQUIRIES NOTE : Ms. Nokuthula Mthembu at 078 272 0598
 : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the

districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/190 : **ENVIRONMENTAL OFFICER GRADE: SPECIALISED PRODUCTION GRADE A-C (OSD): COMPLIANCE MONITORING AND ENFORCEMENT REF NO: EO SP – CME 06/MAY 2026 (X3 POSTS)**
Business Unit: Compliance Monitoring and Enforcement

SALARY CENTRE : R518 769 – R628 653 per annum, (OSD)

: **Districts:**
Harry Gwala
Umzinyathi
Zululand

REQUIREMENTS : The ideal candidate must have: An appropriate Degree in Environmental Management, Environmental Law, Natural Sciences, or Environmental Sciences, or a relevant qualification; A minimum of three (3) years' experience in Environmental Management, of which one (1) year must be as an Environmental Management Inspector (EMI) within Compliance Monitoring and Enforcement. Designated as an Environmental Management Inspector as well as Honours or Postgraduate qualifications in Environmental Management, will serve as an added advantage. A valid driver's license (code B). Skills, Training, and Competencies: The successful candidate must understand the objectives and provisions of the National Environmental Management Act, 1998 and associated legislation, including Specific Environmental Management Acts (SEMA's); knowledge and understanding of the Criminal Procedure Act, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulation; Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders. Ability to evaluate and review documents; Administrative management; Financial management; Project management; computer literacy, Report writing; Analytical and research skills; Presentation skills; decision making, people management; Conflict management; good interpersonal relations; problem solving; communication skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment, and working under pressure.

DUTIES : The incumbent will be required to: Conduct compliance monitoring and proactive sector compliance inspections; Conduct all criminal investigations which result in criminal enforcement section according to the investigation protocol and departmental mandate; Performing administrative enforcement process, including drafting of legally defensible pre-notices, notices, directives and administrative of legal correspondence and civil litigation; Participate in Compliance Promotion/ Awareness; Perform administrative and related functions.

ENQUIRIES : Ms. Nokuthula Mthembu Tel No: (033) 328 8021

NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/191 : **ASSISTANT DIRECTOR: POLICY AND LEGISLATION REF NO: AD REG SERV 07/MAY 2026 (X2 POSTS)**
Business Unit: Regulation Services

SALARY CENTRE : R487 197 - R573 897 per annum (Level 09)

: Head Office: Pietermaritzburg

REQUIREMENTS : An appropriate NQF Level 7 in Public Policy, Policy Development as recognized by SAQA. An LLB Degree will serve as an added advantage. A minimum of 3 years' administrative/ practical work experience within an Economic Development, Research, Legislative, or Policy Development environment. A valid driver's License. Skills, Training and Competencies: The successful candidate must have an in-depth knowledge of legislations pertaining to Liquor, Gaming and Betting, formal and informal Business Regulations, and Consumer Protection Services both Nationally and provincially and internationally, Business Act of 1991, PFMA, Various Economic Policies of Government, Public Service and its Regulations, Labour

Relations Act, Employment Equity Act, Skills Development Act, Public Finance Management Act, Human Rights, Gender Equity Policy, Computer Literacy, Knowledge of Batho Pele Principles, Knowledge of Management Principles, Policy formulation, policy analysis, interpretation of policy and interpretation of statute, research and legislative processes, Public services reporting procedures and work environment, Broad Knowledge of the Department's strategic plan, Broad knowledge of the public entity responsible for liquor strategic plan. Skills such as Administrative management, Financial management, Project management, Analytical and research skills, Excellent communication and interpersonal skills, Excellent Leadership skills, Ability to interpret and apply policy, Computer literacy, Public Relations, Presentation skills, Negotiation skills, Report Writing skills, Facilitation skills, Research Skills, Conflict management skills, Co-ordination, Public speaking skills, Basic driving skills. Attributes such as Decision Making, Caring and Supportive, Ethics and Integrity, Accountability, Transparency, Innovation, Professionalism, Commitment, Honesty, Dedication, and Leadership.

DUTIES : Implement programmes of action relating to Business Regulatory Reforms; Develop and drive research initiatives to drive Policy and Legislative mandate pertaining to KZN Business Regulatory environment; Provide regulatory support on processing Appeals to the MEC for identified sectors; Monitor regulatory changes and industry trends that may impact on the Province's legislative mandate relating to business regulatory environment and propose strategies to effectively influence outcomes on relevant matters; Provide support in coordinating and conducting public consultations in relation to policies and legislations reviewed and developed.

ENQUIRIES : Mr. S Ngubane at 079 492 0974
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply.

POST 17/192 : **ENVIRONMENTAL OFFICER GRADE A-C: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: EO-CME 08/MAY 2026 (X12 POSTS)**
 Business Unit: Compliance Monitoring and Enforcement

SALARY : R357 597 – R395 352 per annum, (OSD)
CENTRE : Districts:
 Ethekwini (X3 Posts)
 Umgungundlovu (X2 Posts)
 Harry Gwala
 Ugu
 Ilembe
 King Cetshwayo
 Amajuba
 Umzinyathi
 Uthukela

REQUIREMENTS : The ideal candidate must have: An appropriate Degree in Environmental Management/ Natural Sciences/ Environmental Law, or relevant qualification; A minimum of one to two (1-2) years' experience in Environmental Management. Trained as an Environmental Management Inspector, as well as Honours or Postgraduate qualifications in Environmental Management/ Natural Science/ Environmental Law, will serve as an added advantage. A valid driver's license (code B). Skills, Training, and Competencies: The successful candidate must have practical knowledge of Environmental legislation (NEMA), Specific Environmental Management Acts (SEMAs); good working knowledge of Environmental Legislation and policies; Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g. Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders. Ability to evaluate and review documents; Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and research skills; Presentation skills; decision making, people management; Conflict management; good interpersonal relations; problem solving; communication skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.

- DUTIES** : The incumbent will be required to: Provide proactive Compliance Monitoring which triggered by the Environmental Authorisations/ Permits/ Licences/ Environmental Management Plans (EMP); Conduct Sector Compliance Inspections and other projects which would be triggered by identified issues in a particular area with/without Environmental Authorisation; Provide reactive Compliance Monitoring; Conduct Compliance Enforcement operations including Biodiversity Conservation matters); Participate in compliance promotion and awareness workshops/campaigns; and Perform all administrative and related functions.
- ENQUIRIES NOTE** : Ms. Nokuthula Mthembu Tel No: (033) 328 8021
 : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.
- POST 17/193** : **ENVIRONMENTAL OFFICER GRADE A-C: AIR QUALITY MANAGEMENT REF NO: EO – AQM 09/MAY 2026**
 Business Unit: Environmental Quality Management
- SALARY CENTRE REQUIREMENTS** : R357 597 – R395 352 per annum, (OSD)
 : Head Office
 : The ideal candidate must have: An appropriate Bachelor's Degree in Environmental Science / Environmental Management / Natural Sciences/ Environmental Law, or Chemical / Electrical Engineering; A minimum of one to two (1-2) years' relevant experience in Environmental Management/Air Quality Management. A valid driver's license (code B). Skills, Training, and Competencies: The successful candidate must have a good working knowledge of Environmental Legislation and Policies; Knowledge and understanding of the environmental impact hierarchy and regulations; a sound understanding of other integrated environmental tools. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge of legal compliance, Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders; Ability to evaluate and review documents; Technical Report writing, Scientific Methodologies and Models, Professional Judgement, Policy Development and Analysis, Scientific Presentation, Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations; Problem Solving; Communication Skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.
- DUTIES** : The incumbent will be required to: Contribute towards the development and administration of Air Quality Management Systems and Policies; Provide technical and subject specific comments and advice on basic technical reports; Provide support in the development and implementation of specific projects; Provide support with regards to compliance monitoring and compliance with respect to statutory obligations; and Perform all administrative and related functions.
- ENQUIRIES NOTE** : Mr. Thabani Gambu Tel No: (033) 328 8041
 : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.
- POST 17/194** : **ENVIRONMENTAL OFFICER GRADE A-C: POLLUTION AND WASTE MANAGEMENT REF NO: EO – PWM 10/MAY 2026 (X6 POSTS)**
 Business Unit: Environmental Quality Management
- SALARY** : R357 597 – R395 352 per annum, (OSD)

<u>CENTRE</u>	:	Districts: Umkhanyakude Uthukela Umzinyathi Ugu Harry Gwala Umgungundlovu
<u>REQUIREMENTS</u>	:	The ideal candidate must have: An appropriate Degree in Environmental Management/ Natural Sciences, and Environmental Law. A minimum of one to two (1-2) years' relevant experience in Environmental Management, preferably in Pollution and Waste. A valid driver's license (code B). Proof of registration with EAPASA as an EAP/candidate EAP or evidence of awaiting a decision on a submitted EAPASA application for registration will be an added advantage. Skills, Training, and Competencies: The successful candidate must have a good working knowledge of Environmental Legislation and Policies focus on Pollution and Waste Management; Knowledge and understanding of the objectives and provisions of the National Environmental Management Act, 1998; National Environmental Management Waste Act, and subordinate Legislation. Good working knowledge of Waste Licensing procedures, and experience of Environmental Auditing and Inspection methodologies. Knowledge of Waste Management Legal Frameworks in SA; Sound understanding of other integrated Environmental Tools. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders; Ability to evaluate and review documents; Technical Report writing, Environmental Auditing, Policy Development and Analysis, Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations; Problem Solving; Communication Skills (verbal and written). Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.
<u>DUTIES</u>	:	The incumbent will be required to: Manage waste-related information and integration of waste management considerations in planning initiatives; Administer legislative obligations in terms of the approval and compliance monitoring of waste management activities; Respond to waste-related or pollution complaints and incidents; Promote best practice and entrepreneurship in waste management; and Perform all administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. Thabani Gambu Tel No: (033) 328 8041
<u>NOTE</u>	:	NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.
<u>POST 17/195</u>	:	<u>ENVIRONMENTAL OFFICER GRADE A-C: ENVIRONMENTAL IMPACT ASSESSMENT REF NO: EO – EIA 11/MAY 2026 (X5 POSTS)</u> Business Unit: Environmental Quality Management
<u>SALARY</u>	:	R357 597 – R395 352 per annum, (OSD)
<u>CENTRE</u>	:	Districts: Ugu Harry Gwala Ethekwini Umgungundlovu (X2 Posts)
<u>REQUIREMENTS</u>	:	The ideal candidate must have: An appropriate Bachelor's Degree in Environmental Science / Environmental Management / Natural Sciences/ Environmental Law; A minimum of one to two (1-2) years' experience in Environmental Management. A valid driver's license (code B). Proof of registration with EAPASA as an EAP/candidate EAP or evidence of awaiting a decision on a submitted EAPASA application for registration. Skills, Training, and Competencies: The successful candidate must have a good working

knowledge of Environmental Legislation and Policies; Knowledge and understanding of the environmental impact hierarchy and regulations; a sound understanding of other integrated environmental tools. Understanding the objectives and provisions of the National Environmental Management Act, 1998, and associated legislation. Knowledge of legal compliance, Knowledge and understanding of the Regulatory Framework for the Public Service, e.g., Public Service Act, PFMA, Treasury Regulation, Public Sector Regulations, Labour Relations Act. Skills: Ability to communicate at all levels with relevant stakeholders; proven verbal and written communications skills; fully computer literate; Problem solving, interpersonal relations, Ability to evaluate and review documents; Technical Report writing, Policy Development and Analysis, Scientific Research and Development, Mentoring, Administrative Management; Financial Management; Project Management; Computer Literacy, Report writing; Analytical and Research skills; Presentation skills; Decision Making, People Management; Conflict Management; Good Interpersonal Relations. Values/ Attributes such as integrity, respect, honesty, discipline, teamwork, vision, transparency, commitment.

DUTIES : The incumbent will be required to: Evaluate Environmental Authorisation applications; Provide technical and procedural advice on environmental issues; Provide internal cooperation, liaison, and support in the unit; and Perform all administrative and related functions.

ENQUIRIES : Mr. Thabani Gambu Tel No: (033) 328 8041
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply. Successful candidates must note that they will have to serve in the districts where they are placed for a minimum of five (05) years before any transfers within the department can be considered.

POST 17/196 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: SCM CLERK – LOG SERV 12/MAY 2026 (X2 POSTS)**
 Business Unit: Supply Chain Management

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : The ideal candidate must be in possession of an appropriate Grade 12/ Matric Senior Certificate with Accounting, Mathematics, and English, coupled with a basic understanding of the SCM environment. A valid driver's License. Skills, Training, and Competencies: The successful candidate must have a good working knowledge of Knowledge of Public Finance Management Act and Treasury Regulations; Knowledge of Basic Accounting System; Supply Chain Management framework and Principles; Knowledge of Procurement Processes; Basic principles and practices of storekeeping; Batho Pele principles; Code of Conduct for SCM Practitioners; Constitution of the Republic of South Africa no 108 of 1996; Departmental procurement procedures; Public service act; and Labour relations act. Skills: Analytical Skills; Computer literacy Skills; Interpersonal Relations skills; Time Management skills; Computer literacy; Organizing & Planning skills; Language Proficiency, listening skills, Communication skills (verbal and written), Analytical skills, Time Management skills, Problem solving skills. Values/ Attributes: Teamwork, Honesty, Responsibility, Reliability, Accuracy, Correctness, Initiative, and Quality of Work.

DUTIES : The incumbent will be required to: Provide all travel and accommodation activities for departmental staff, conduct issuing of orders; Provide capturing orders on BAS; Provide Entity Registration on BAS; Store/inventory management; and support logistics policies and procedures implementation.

ENQUIRIES : Mr P Nxele at 060 920 4651
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department, which is African Male, Coloured Male, Indian Male. People with Disabilities who meet the requirements are encouraged to apply.

POST 17/197 : **SECRETARY TO DIRECTOR: STRATEGIC PLANNING MANAGEMENT REF NO: SEC TO DIR-STR PLN 13/MAY 2026**
 Business Unit: Strategic Planning

SALARY : R237 453 – R279 708 per annum (Level 05)

**CENTRE
REQUIREMENTS**

: Head Office: Pietermaritzburg
: The ideal candidate must be in possession of a Grade 12 certificate with typing as a subject, or any other training course/qualification that will enable the incumbent to perform the work satisfactorily. Secretarial or Administrative certification is an advantage. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have: Knowledge of relevant legislation/ policies/ prescripts and procedures. Reporting formats/templates of the organisation. Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service Regulations, Service Delivery (Batho Pele). Skills: Minute-taking, Sound organizational skills, good telephone etiquette, and a high level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect, and a high level of reliability.

DUTIES

: The successful candidate will be required to: Provide a secretarial/receptionist support service to the Director, i.e., receive telephone calls and refer the calls to the correct role players if is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaise with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arrange meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Process the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Arrange meetings and events for the Director, record minutes of the meeting of the Director, does the filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.

**ENQUIRIES
NOTE**

: Ms. N Khuzwayo Tel No: (033) 264 2691
: NB: All the appointments will be made in accordance with the employment equity targets of the department. People with Disabilities are encouraged to apply. This post is only open to people residing in KwaZulu-Natal.

POST 17/198

: **SECRETARY TO DIRECTOR: ENVIRONMENTAL QUALITY MANAGEMENT
REF NO: SEC TO DIR ENV QUALITY MAN 14/MAY 2026**

Business Unit: Environmental Quality Management

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 – R279 708 per annum (Level 05)
: Head Office: Pietermaritzburg
: The ideal candidate must be in possession of a Grade 12 Certificate or any qualification that will enable the person to perform work satisfactorily. Practical experience in rendering secretarial/ administrative support to Management/ Senior Management will serve as an added advantage. Computer literacy is a prerequisite. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have: Knowledge of relevant legislation/ policies/ prescripts and procedures. Reporting formats/templates of the organisation. Sound knowledge on the operation and utilization of the following equipment: General Office Equipment i.e. Binding Machines, Dictaphones, computer, printer, photocopier, fax machine, data video projector, and MS Office i.e. Word, Excel, and Presentation; Working knowledge of the Public Sector, knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, Public Finance Management Act (PFMA), Treasury Regulations, Constitution of the Republic of South Africa, Public Service

Regulations, Service Delivery (Batho Pele). Skills: Minute-taking, Sound organizational skills, good telephone etiquette, and a high level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to work under pressure and meet deadlines. Confidentiality, fairness, discretion, respect, and a high level of reliability.

DUTIES : The successful candidate will be required to: Provide a secretarial/receptionist support service to the Director, i.e., receive telephone calls and refer the calls to the correct role players if it is not meant for the Manager. Record appointments and events in the diary of the Director, type documents for the Director, and operate office equipment; Provides travel and event management services to the Director i.e. Liaises with travel agencies to make travel arrangements; Check the arrangements when the relevant documents are received; Arranges meetings and events for the director and the staff in the directorate; Identify venue, invite role players, organize refreshments and set up scheduled for meetings and events; Processes the travel and subsistence claims for the directorate; Provide a clerical support service to the Director i.e. Arrange meetings and events for the Director, records minutes of the meeting of the Director, does filling of documents, administer leave system, Receive, record and distribute all incoming and outgoing documents, handles the procurement of standard items e.g. Stationery, refreshments, collect all relevant documents to enable the Director to prepare for the meetings; Remains up to date with regard to prescripts and policies to ensure effective and efficient support to the Director i.e. Studies relevant Public Service and departmental prescripts/ policies and other documents, remain abreast with the procedures and process that apply in the office of the Director.

ENQUIRIES : Mr. T Gambu Tel No: (033) 382 8041
NOTE : NB: All the appointments will be made in accordance with the employment equity targets of the department. People with Disabilities are encouraged to apply.

POST 17/199 : **DRIVER/MESSENGER: RECORDS MANAGEMENT REF NO: DRIVER/MNGR -REC MAN 15/MAY 2026**
 Business Unit: Auxiliary Services

SALARY : R201 093 – R236 877 per annum (Level 04)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Applicants must have Grade 12 Certificate plus a Code B driver's license – light motor vehicles. Applicants must have a minimum of 1 year of driving experience. PDP will be an added advantage. Skills, Training, and Competencies: The successful candidate must have: Knowledge and understanding of the regulatory framework for Public Service, e.g. Public Service Act, Public Service Regulations, working knowledge of the Departmental policies and circulars, Public Service, Motor vehicles. Self-motivated and ability to work independently towards predetermined deadlines. Skills: Communication (verbal and written), Good inter-personal relations, Record maintenance, Driving. Values/Attributes: Reliability, Dependable, Initiative, Punctuality, Honesty and integrity, Commitment. Interpersonal skills.

DUTIES : Drive Light and medium motor vehicles to transport passengers and other items (mail, documents, and assets transferred); Conduct routine maintenance on the allocated vehicles and report defects in time; Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; Provide Messenger and General Support Services.

ENQUIRIES : Mr M Magubane at 060 564 3063
NOTE : All the appointments will be made in accordance with the employment equity targets of the department, which is African male, coloured male, Indian male, and people with disabilities are encouraged to apply.

DEPARTMENT OF TREASURY

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

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

FOR ATTENTION : Ms N Cele
CLOSING DATE : 05 June 2026

NOTE

: The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Preferences: Females and people with disabilities who meet the requirements.

MANAGEMENT ECHELON

POST 17/200

: **DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT REF NO: KZNPT 26/11**

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, all-inclusive package
: KZN Provincial Treasury, Pietermaritzburg
: A NQF Level 7 Degree in Quantity Surveying, Civil Engineering, and Project Management in the built environment. SMS Pre-entry Certificate, training in cost benefit analysis model building. 5 years middle / senior managerial experience in a relevant infrastructure environment. SMS Pre-Entry Certificate prior to employment - please access this website for more information <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Financial Management. Personnel Management. Public Finance Management Act (PFMA). Administrative Procedure. Municipal Finance Management Act (MFMA). Division of Revenue Act (DoRA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Provincial Procurement Act and regulations. Public Finance Management Act – Best Practices. National Treasury Guideline documents. South Africa's Fiscal and Monetary Policy. Provincial policy priorities. Budget formulation. Legislation applicable to allocated departments. Code of conduct. Political and socio-economic environment surrounding. allocated departments. Labour Relations Act. Employment Equity Act. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical Diplomacy. Computer literacy. Time management. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Human Resource Management. Project Planning and Management. Policy analysis and development. Strategic management.

DUTIES

: Co-ordinate and manage the Provincial Infrastructure portfolio. Compile the Estimate of Capital Expenditure. Monitor, Evaluate and Report on Provincial Infrastructure Programmes. Support to the internal and external stakeholders. Manage the implementation of policies. Manage Resources of the Directorate.

ENQUIRIES

: Mr. G Kanyika Tel No: (033) 897 4426

OTHER POSTS

<u>POST 17/201</u>	:	<u>PROVINCIAL INFRASTRUCTURE SPECIALIST REF NO: KZNPT 26/12</u>
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A 3-year NQF Level 7 Degree in n Quantity Surveying, Civil Engineering, and Project Management in the built environment. 3-5 years junior management experience in a relevant infrastructure environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Financial Management. Administrative Procedures. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Provincial Procurement Act and regulations. Public Finance Management Act – Best Practices. National Treasury Guideline documents. South Africa's Fiscal and Monetary Policy. Provincial policy priorities. Budget formulation. Legislation applicable to allocated departments. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision.
<u>DUTIES</u>	:	Analyse infrastructural needs in provincial departments. Develop policy options for infrastructure development in the provincial departments. Co-ordinate infrastructure planning in provincial departments. Monitor, evaluate and report on provincial departments infrastructure progress. Maintain provincial departments infrastructure database.
<u>ENQUIRIES</u>	:	Mr. G Kanyika Tel No: (033) 897 4426
<u>POST 17/202</u>	:	<u>PPP PROJECT CO-ORDINATOR REF NO: KZNPT 26/18</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	KZN Provincial Treasury, Pietermaritzburg
<u>REQUIREMENTS</u>	:	A 3-year NQF Level 7 qualification in Economics / Finance. A minimum of 3-years' experience in Financial Modelling, Financial Analysis and Project Finance in a financial sector. A valid driver's license and in the case of persons with disabilities who are unable to personally drive, the ability to meet work related travel commitments. Skills, Knowledge and Competencies: Working knowledge of the following Acts, prescripts, regulations, practice notes and procedures. Extensive working knowledge of public sector, public entities and including local government sphere. Extensive knowledge of project finance. Extensive knowledge of accounting and payroll systems. Extensive knowledge of risk management. Constitution of the Republic of South Africa, 1996. Public Finance Management Act, Treasury Regulations and PPP manuals/guidelines. Municipal Finance Management Act. Municipal Structures Act. KwaZulu-Natal Internal Audit Act. KwaZulu-Natal Procurement Act. and Regulations. KwaZulu-Natal Direct Charges Act. Income Tax Act. Preferential Procurement Policy and BBB-EE Act. Banking Act. Provincial Borrowing Powers Act. Division of Revenue Act. Adjustments Appropriation Act. Public Service Act & Public Service Regulations. Labour Relations Act. Employment Equity Act. Organising. Planning. Facilitation and presentation. Problem solving. Diplomacy. Research. Analytical. Time management. Conflict management. Decision making. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Legal administration. Technical. Self-disciplined and able to work under pressure with minimum supervision. Management. Policy analysis and development. Strategic management and planning. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet.

DUTIES : Provide PPP transversal support services to the Departments, Municipalities and Public Entities. Facilitate the procurement of PPP projects by the Department, Municipal and Public Entities. Facilitate the implementation of PPP project by the Department, Municipal and Public Entities. Monitor and evaluate on PPP closed projects by Departments, Municipalities and Public Entities. Facilitate the commissioning of case studies on closed PPP projects. Provide advice, guidance and input to policy and on all transversal PPP projects.

ENQUIRIES : Mr. G Kanyika Tel No: (033) 897 4426

POST 17/203 : **ASSISTANT DIRECTOR: INFRASTRUCTURE AND SPATIAL PLANNING REF NO. KZNPT 26/22**

SALARY : R487 197 per annum
CENTRE : KZN Provincial Treasury, Pietermaritzburg
REQUIREMENTS : A 3-year NQF Level 7 qualification with Geographic Information Systems (GIS) as a major. A minimum of 3-years in a GIS environment within infrastructure planning and delivery. A valid driver's license. People with disabilities without valid Driver's license will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Extensive working knowledge of applicable national and provincial policies and legislation is required: Advanced Project Management. Contract Management. Public Finance Management Act (PFMA). Municipal Finance Management Act (MFMA). Division of Revenue Act. Construction Industry Development Board Act (CIDB). Treasury Regulations. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Public Finance Management Act – Best Practices. Provincial policy priorities. Political and socio-economic environment surrounding allocated departments. Organising. Planning. Facilitation and presentation. Problem solving. Research. Analytical. Computer literacy. Time management. Inter-personal relations. Verbal and written communication. Financial management. Project Planning and Management. Policy analysis and development. Self-disciplined and able to work under pressure with minimum supervision.

DUTIES : Support, Monitor and Oversee Infrastructure Delivery Management Improvement. Support, monitor and oversee Infrastructure Portfolio Planning. Conduct Infrastructure Spatial Planning. Support, monitor and oversee Infrastructure Project/Programme Review. Oversee and Monitor Operations, Maintenance and Services.

ENQUIRIES : Mr. G Kanyika Tel No: (033) 897 4426

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts. Persons whose appointment will promote representativity (specifically Persons with Disabilities and Women in line with the Employment Equity Act No. 55 of 1998), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. Should there be no suitable candidates from the represented groups who can be recruited, the candidates from the unrepresented groups can be considered.

<u>APPLICATIONS</u>	:	Applicants should apply through the following website https://erecruitment.limpopo.gov.za . Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
		Applications on e-Recruitment system: Applicants should apply through the following website: https://erecruitment.limpopo.gov.za
<u>CLOSING DATE</u>	:	05 June 2026 @ 16h30
<u>NOTE</u>	:	All costs associated with an application will be the responsibility of the applicant. The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalisation Volume 1, paragraph 1.30. The applicant confirms and comes to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submits the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. NB** No faxed or emailed applications will be considered. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate 'refer to Curriculum Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are

accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed (Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret). The position and the reference number of the post for which you are applying for, as stated in the advert, must be quoted in the spaces provided on the new Z83 form. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualification Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by SAQA for foreign qualification if they are invited to attend interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Personal suitability checks shall be conducted in line with Public Service Regulation 57(1)(c). The candidates shortlisted for posts on salary level 9 to 14, will be required to disclose his/her financial interests in accordance with the applicable prescripts. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. For Management Echelon posts: In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. The selection panel will, following the interview recommend a candidate 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. Correspondence will, due to the large number of applications envisaged to be received, be limited to short-listed candidates only, and the applicant should accept that his/her application has been unsuccessful should he/she not have heard from the Department within 4 months of the closing date. However, should there be any dissatisfaction, applicants are hereby advised to request reasons from the Department for any administrative actions which has adversely affected them, within 4 months, in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. The Department shall not carry any related costs (transport, accommodation or meals) for invited candidates attending interviews. Applicants are not required to submit certified copies of educational qualifications, academic record, identity document and a valid driver's licence (where required) with their application. Only shortlisted candidates will be required to submit certified copies on / or before the day of the interview. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za and social media platforms.

MANAGEMENT ECHELON

- POST 17/204** : **CHIEF DIRECTOR: BUSINESS REGULATIONS & GOVERNANCE REF NO: C5/26/1**
 Directorate: Business Regulations & Governance
- SALARY** : R1 494 900 – R1 787 328 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs

<u>CENTRE REQUIREMENTS</u>	: Head Office: Polokwane : An undergraduate qualification (NQF 7) in Business Administration / Public Administration / Economics / Business Studies / Management Studies / Law / Policing / Business Management / Commerce / Commercial Law or equivalent as recognized by SAQA. A post graduate qualification will be an added advantage. Five (5) years of experience at senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Delegation and leading. Skills and Knowledge: Knowledge of the legislative framework governing Business Regulations and Consumer Affairs. Knowledge of policy and legislation development and analysis. Communication and negotiation skills. Policy formulation. Conflict management skills. Administrative skills. Report writing skills. Computer literacy. Planning and coordination skills.
<u>DUTIES</u>	: Management of the Business Regulation and Governance Chief Directorate. Implementation of the Limpopo Business Registration Act (LIBRA). Provide leadership on the promotion of a healthy and fair-trading environment within the Liquor Industry. Management of all Business Registration centres in the province. Implementation of the Limpopo Liquor Act. Implementation of the Consumer Protection Act and the Limpopo Consumer Protection Act. Promote and co-ordinate the provision of consumer protection services. Develop and facilitate policy development and strategic and business plans. Provide co-ordination, integration and interaction with national and local partners and stakeholders. Provide support services and facilitate compliance by the Liquor Board, Liquor Appeal Tribunal, Provincial Liquor Policy Council, Gambling Board and Consumer Court to relevant legislations. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 17/205</u>	: <u>CHIEF DIRECTOR: CORPORATE SERVICES REF NO: C5/26/2</u> Directorate: Corporate Services
<u>SALARY</u>	: R1 494 900 – R1 787 328 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	: Head Office: Polokwane : An undergraduate qualification (NQF 7) in Business Administration / Public Management / Public Administration / Human Resource Management / Law / Security Management / Labour Relations Management or equivalent as recognized by SAQA. Five (5) years of experience at senior managerial level. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Skills and Knowledge: Extensive understanding and in-depth knowledge of the legislative framework governing Public Service. Proven knowledge and experience in the corporate service environment. Computer literacy.
<u>DUTIES</u>	: To provide strategic leadership and coordination of Corporate Support Services. Provide high level strategic leadership and direction on policies and programmes and implementation within the Chief Directorate. Manage and coordinate the provision of human resources management services (HRM, HRD, PMDS and Employee Relations). Manage and coordinate the provision of employee health and wellness services. Manage and coordinate the provision of security and facility management services. Manage and coordinate the provision of legal administration services. Manage and coordinate the provision of information technology services. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.
<u>ENQUIRIES</u>	: Ms WA Klaassen Tel No: (015) 293 8691

<u>POST 17/206</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: C5/26/3</u> Directorate: Human Resource Management & Development
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification (NQF 7) in Human Resource Management / Human Resource Development / LR / LLB / OM / Public Management / Public Administration or equivalent as recognized by SAQA. Five (5) years of experience at middle/senior managerial level in Human Resource Management. Valid driver's license (with exception of person with disability). Competencies: Strategic capability and leadership. Programme and project management. Change management. Financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Skills and Knowledge: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulation, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Communication skills. Computer literacy.
<u>DUTIES</u>	:	Manage and facilitate development and implementation of HRM&D policies, strategic and operational plans. To manage and facilitate the provision of Human Resource Planning and Recruitment Services. Manage and ensure the implementation of Conditions of Services. Manage and ensure the implementation of Skills Development and Bursaries. Manage the provision of Organisational Development Services. Manage and coordinate the implementation of Performance Management System. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 17/207</u>	:	<u>DIRECTOR: COMMUNICATION SERVICES REF NO: C5/26/4</u> Directorate: Communication Services
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum (Level 13), (an all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification (NQF 7) in Communications / Digital Marketing / Journalism / Media Studies / Public Relations or a related media studies field as recognized by SAQA. A post-graduate qualification with a marketing or strategic communication focus is highly advantageous. Five (5) years of experience at middle/senior managerial level in Communications, with significant emphasis on Journalism / Media Studies / Public Relations / Digital Marketing and strategy field. Proven success in high-pressure scenarios, such as managing national-level media crises, digital reputation challenges, or large-scale online campaigns. Public sector or government communication experience is highly desirable. Valid driver's license (with exception of person with disability). Competencies: Strong interpersonal skills. Strategic capability and leadership. Resilience under pressure. Strategic mindset. Cultural sensitivity. Multilingual proficiency. Programme and project management. Change management. Budget and financial management. People management and empowerment. Knowledge management. Problem solving and analysis. Client orientation and customer focus. Service delivery innovation. Commitment to ethical practices. Analytical thinking. Skills and Knowledge: Solid grounding of journalistic principles, ethical sourcing and investigative storytelling adapted for all formats. Deep knowledge of evolving media landscapes, audience behaviour in related spaces and convergence of

traditional/digital platforms. Expertise in reputation management, stakeholder mapping and PR tactics. Proficiency in visual storytelling tools and software for creating digital assets (infographics, videos, branded graphics). Demonstrated leadership in building online communities, managing platforms for engagement/growth and handling real-time interactions. Exceptional copywriting, editing and persuasive content creation for various channels (social posts, blogs, speeches) under high deadlines. Strong proficiency in digital marketing strategies, including SEO/SEM fundamentals, content marketing, paid advertising (Google Ads, social ads), email marketing, social media advertising, analytics (Google analytics, social insights) and data-driven campaign optimization.

DUTIES : Manage and facilitate development of policies, strategic and operational plans. Develop and implement integrated communication strategies, including SEO/SEM, content marketing, paid campaigns and multi-channel initiatives aligned with organizational goals. Serves as primary spokesperson, manage press releases and lead rapid-response crisis communications, including digital monitoring, online reputation management and mitigation of viral misinformation or social media backlash. Build relationships with stakeholders and oversee PR efforts, incorporate targeted digital marketing to enhance brand reputation and community outreach. Supervise high-quality content production across formats, with emphasis on digital-first content (engaging social posts, videos, infographics) optimized for algorithms and audience segmentation. Drive the organization's digital presence through strategic social media management, audience growth via organic and paid tactics, real-time engagement, trend monitoring, analytics-driven campaigns and integration of emerging digital tools (AI for sentiment analysis). Lead communications team, providing mentorship in digital marketing best practices, content strategy, analytics and ethical communications. Manage budgets, advertising spend, graphic design software and external digital/PR agencies. Track KPIs across digital channels (engagement rates, reach, conversion metrics), analyse media/digital coverage and report insights to leadership for continuous optimization. Manage and utilize resources (financial, human and physical) in accordance with the relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

OTHER POSTS

POST 17/208 : **DEPUTY DIRECTOR: TRADE & INVESTMENT PROMOTION REF NO: C5/26/5**
Directorate: Trade & Investment Promotion
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane
: An NQF 6 qualification in Economics / Business Management / Development Economics / Marketing / Business Studies / Entrepreneurship or equivalent as recognized by SAQA. Five (5) years' experience within Trade Development and investment Promotion of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good knowledge and understanding of legislative framework governing public service. Sound and in-debt knowledge and experience of relevant macro and micro economic policies. Investment appraisal and risk management. Research and research methodology. Business development and marketing. Corporate governance management and leadership. Strategic and analytical thinking skills. Financial and human resource management skills. Computer literacy. People management and empowerment skills. Negotiating skills. Report writing skills. Presentation skills. Communication skills. Interpersonal skills. Problem solving and decision-making skills.

DUTIES : Ensure development and review of trade development and promotion strategies and plans. Facilitate the implementation of trade development and promotion programs. Research on new markets to be targeted and sustain the

existing markets. Identify and profile new investment opportunities in key growth Facilitate investment and business setup, retention and aftercare support. Ensure efficient operation and functionality of InvestSA Limpopo One Stop Shop. Facilitate access to incentives aimed at trade development and investment attraction. Research on new markets to be targeted and sustain the existing markets. Collaborate with key stakeholders in utilizing strategic partnerships (Multi- and Bilateral agreements) for market access of our provincial produce. Ensure optimal participation at trade promotion platforms. Liaise with a wide spectrum of stakeholders on policy issues related to trade development and promotion of provincial goods and services. Establish and maintain appropriate internal controls within the unit. Ensure the managing and monitoring of customized incentive packages. Enhance the uptake of national trade promotion incentives by provincial enterprises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/209 : **DEPUTY DIRECTOR: LIQUOR AFFAIRS & BUSINESS REGULATIONS REF NO: C5/26/6**
 Directorate: Liquor Affairs & Business Regulations
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane
 : An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Five (5) years' experience within the Business Environment field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of relevant legislation. Knowledge of liquor affairs and business registration. Excellent leadership skills. Communication skills. Interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Report writing skills. Managerial skills. Planning and organising skills.

DUTIES : Responsible for managing and supporting all administrative functions related to liquor licensing, including coordination with Local Liquor Authorities and the Liquor Board. Oversee the maintenance of the provincial liquor outlet database. Ensure compliance through quality assurance of applications and facilitate responsible drinking initiatives. Handle disputes and legal processes related to liquor license applications. Implement and administer liquor affairs task and business registration policies and operational plans. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/210 : **DEPUTY DIRECTOR: ECONOMIC EMPOWERMENT REF NO: C5/26/7**
 Directorate: Economic Empowerment
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane
 : An NQF 6 qualification in Commerce / Business Studies / Economics / Business Management or equivalent as recognized by SAQA. Five (5) years' experience with Business Communities, Disadvantaged Groups and Development Environment of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of national and provincial policy

frameworks, local government systems, business and industries driving the Limpopo economy. In-dept knowledge of Local Economic Development, Economic Development Trends and Public Administration. Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written).

DUTIES : Policy development and implementation of strategic and operational plans. Develop and support the establishment of enterprises across all sectors, including target groups. Develop and implement policies and programmes to promote economic empowerment. Facilitate stakeholder's engagement with key stakeholders including businesses, government agencies, private/civil sector to foster collaboration and support for economic empowerment initiatives. Develop and promote the implementation of B-BBEE intervention programmes. Creating an enable environment for the implementation of B-BBEE. Provision of non-financial and financial support to enterprises. Development of strategies that identify economic opportunities suitable for the target groups in sectors identified. Develop and implement capacity and skills development programmes and mentorship programmes through shared partnerships. Facilitate in conjunction with stakeholders the improvement of enterprises through product development and competitiveness enhancement to assist in expansion and market access. Develop strategies targeting vulnerable groups that enable them to access resources for participation in identified sub-sector. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/211 : **DEPUTY DIRECTOR: TOURISM PLANNING & REGULATIONS REF NO: C5/26/8**

Directorate: Tourism Planning & Regulations

Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane

: An NQF 6 qualification in Tourism / Tourism Management / Travel and Tourism / Public Management / Tourism related field or equivalent as recognized by SAQA. Five (5) years' experience within Tourism Sector / Public Service / Research and Planning fields of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge and experience in planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder management. Ability and experience to successfully manage special projects.

DUTIES : Ensure development of sectoral strategies and plans. Facilitate implementation of programmes to support growth of the tourism sector. Manage projects and work structures comprising public and private sector stakeholders. Contribute to policy development, sector strategic planning and business planning. Implement, oversee and assess the impact of the Tourism Growth Strategy. Provide support in the development of local economic development programmes in municipalities. Provide economic intelligence to support planning and decision making in the tourism sector. Manage the collection, organization and analysis of economic and development data to support growth of the tourism sector. Design, conduct and manage research aligned with tourism development imperatives in the province. Develop and implement tourism sector research agenda. Conduct impact assessment of activities that contribute to economic growth. Provide LED support to municipalities. Manage

- and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation. Manage relations with stakeholders.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/212** : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE REF NO: C5/26/9**
Directorate: Human Resources Management & Development
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Human Resource Management / Public Administration or equivalent as recognized by SAQA. Five (5) years' experience within the Conditions of Service field of which three (3) years must be at supervisory level (ASD level). Proven successful completion of PERSAL Administration. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant acts, directives and determinations, policies, regulations and resolutions. Facilitation and presentation. Management and leadership. Analytical thinking. Budget and financial management. Policy development. Conflict management and problem solving. Interpersonal relations. Planning and organization. Communication skills. Strategic thinking. Adaptability. Administrative. Delegation and leading. Numeracy and literacy skills. Computer literacy. Language skills. Strategic planning (incl. operational planning). Training. HR matters. Labour relations. Technical procedures.
- DUTIES** : Manage leave utilization and termination of services. Manage the process of administering service benefits. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/213** : **DEPUTY DIRECTOR: FLEET MANAGEMENT REF NO: C5/26/10**
Directorate: Supply Chain and Assets Management
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Logistical Management / Transport Management / Supply Chain Management as recognized by SAQA. Five (5) years' experience within Fleet Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant acts, directives and resolutions. Fleet management. Financial management. Planning and organizing. Labour relations. Managerial skills. Computer literacy. Communication skills. Analytical thinking. Presentation skills. Policy formulation. Negotiation skills. Conflict management and problem solving. Strategic thinking. Administrative. Project planning and design.
- DUTIES** : Administer the acquisition of government owned vehicles. Administer the operation of government owned vehicles and related services. Administer subsidized motor vehicles. Administer inspections and audit services of government owned vehicles. Manage disposal of government owned vehicles. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/214** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: C5/26/11**
Directorate: Risk & Integrity Management
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic

	:	salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	An NQF 6 qualification in Risk Management / Internal Auditing / Auditing / Accounting or equivalent as recognized by SAQA. Five (5) years' experience within Risk Management of which three (3) years must be at supervisory level (ASD level). Experience in Business Continuity Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Risk assessments. Maintenance of risk registers. Risk reporting. Risk governance (risk policy, risk strategy and risk appetite & tolerance). Risk awareness or training. Knowledge of the Regulatory Framework (PFMA, Treasury Regulations, Public Service Act and Regulations). A thorough understanding of Risk Management and Business Continuity Management. Computer literacy in MS Packages (Word, Excel, PowerPoint) and Risk Management Systems (BarnOwl, Cura, etc.). Knowledge in financial and human resource matters. Planning and organising skills. Project management skills. Research and analytical skills. Communication skills. Problem solving skills. Report writing skills.
<u>DUTIES</u>	:	Develop and ensure the implementation of Risk Management Policy, Risk Management Strategy and Business Continuity Management. Facilitate the assessment processes and the maintenance of risk registers. Monitor the implementation of the action plans, assess action plans and the accompanying portfolio of evidence. Develop a risk awareness culture through risk awareness sessions. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness. Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practices, etc. Provide support to risk champions at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the department on risk management (newsflash/classroom training). Facilitate the Business Continuity Management and disaster management initiatives of the department. Provide guidance to Branches on Business Continuity Management. Quality assure and ensure updated Business Continuity Plans are signed off by business. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 17/215</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE RECRUITMENT & PLANNING REF NO: C5/26/12</u> Directorate: Human Resource Management & Development: Human Resource Recruitment & Planning Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane
	:	An NQF 6 qualification in the Human Resource Management or equivalent, as recognized by SAQA. Five (5) years' experience within the Human Resource Management field of which three (3) years must be at supervisory level (ASD level). Three (3) years extensive experience in the field of Human Resource Recruitment and Planning field coupled with a deep understanding of transactional HR environment. Proven successful completion of PERSAL Administration. Proven PERSAL Controller training and working experience will be an added advantage. Valid driver's license (with exception of persons with disability) and be willing to travel. Skills and Knowledge: Knowledge of Human Resource Management policies, acts, regulations and systems. Broad knowledge of legislation regulating Human Resource Management (HRM) and regulatory frameworks of the Public Service. Management skills. Communication (verbal and written) and negotiation skills. Interpersonal skills. Analytical thinking. Report writing skills. Policy formulation. Conflict management and problem-solving skills. Financial management skills. Strategic thinking. Planning and organization skills. Delegation and leading. Computer literacy (MS Excel, MS Word, MS PowerPoint). Performance

- management. Project management. Recruitment and selection. The code of remuneration. All labour legislation. Code of good conduct in the Public Service. Departmental policies and procedures. Batho Pele principles. Ability to interact with stakeholders.
- DUTIES** : Manage the provision of recruitment and selection services, Human Resource Planning, HR Information Management and Policy Development. Implement and maintain policy framework for Human Resources Operations practices in the department. Manage personnel salaries administration system (PERSAL) for the department. Ensure balance and holistic approach/effort in managing an HR management function. Ensure effective and operational efficiency of resource management including HR, finance and assets of the component. Proactively building sound relationships with key stakeholders at all levels. Manage LEDET establishment and database. Ensure compliance with the legislative and Public Service regulatory framework. Management and supervision of subordinates.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/216** : **DEPUTY DIRECTOR: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C5/26/13**
Directorate: Security & Facility Management: Records & Knowledge Management
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Records Management / Archival Studies / Information Science / Information Management / Library or equivalent as recognized by SAQA. Five (5) years' experience within the Records and Knowledge Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Basic Archives and Records Management. Strategic capability and leadership. Financial management. People management and empowerment. Problem-solving and decision-making skills. Client orientation and customer focus. Motivational skills. Communication skills (verbal & written). Service delivery and innovation skills. Computer literacy. Conflict management skills.
- DUTIES** : Oversee Records and Knowledge Management in the department. Manage the development and implementation of file plans, policies and procedure manuals. Manage custody, receipt and disposal of records. Manage the implementation of Records Management, PAIA / POPIA, PAJA and Knowledge Management. Conduct training/workshops on Records and Knowledge Management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/217** : **DEPUTY DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C5/26/14**
Directorate: Employee Relations & Wellness
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Occupational Health and Safety / Nursing Science / Social Work / Environmental Health or equivalent as recognized by SAQA. Successful registration with South African Nursing Council (SANC) or South African Council for Social Service Professions (SACSSP) or relevant statutory body. Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant HIV, STI and TB (HST) related legislations, policies

and regulations. National Strategic Plan for RSA on HIV & STIs and TB and Provincial HST Implementation Plan. Integrated Employee Health & Wellness framework. Knowledge of OHS and COID legislation, policies and regulations. Code of ethics. Batho Pele Principles. Departmental policies and procedures. Knowledge of research and evaluation processes and procedures. Financial management. Communication skills (verbal and written). Conflict management and problem-solving skills. Counselling skills. Listening skills. Facilitation skills. Coordination and monitoring skills. Planning and organizing skills. Report writing skills. Supervisory skills.

DUTIES : Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury of Duty (COIDA) prescripts. Manage the implementation of HIV, STI and TB programmes in the department. Conduct health risk assessment and implement mitigation strategies. Implement Cheka Impilo programme. Develop implementation plan for management of occupational injuries and diseases. Develop and market HST and SHERQ policies in the department. Participate in the Provincial AIDS Council and Technical Committees. Liaise with the Compensation Commissioner in the management of Injuries on Duty cases. Management of all the resources in the Sub-directorate.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/218 : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS REF NO: C5/26/15**
Directorate: Employee Relations & Wellness

SALARY : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE REQUIREMENTS : Head Office: Polokwane
: An NQF 6 qualification in Social Work / Social Sciences / Psychology or equivalent as recognized by SAQA. Successful registration with South African Council for Social Service Professions (SACSSP) or the Health Professions Council of South Africa (HPCSA). Five (5) years' experience within the Employee Health and Wellness field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant Employee Health & Wellness related legislations, policies and regulations. National Strategic Plan for RSA on HIV and AIDS & STIs and Integrated Employee Health & Wellness Framework. Knowledge of OHS and COID legislation, policies and regulations. Knowledge of research and evaluation processes and procedures. Code of Ethics and Batho Pele Principles. Departmental policies and procedures. Communication skills (verbal and written). Financial management. Counselling skills. Listening and negotiation skills. Decision making skills. Planning and organizing skills. Computer literacy. Change and diversity management. Conflict management and problem solving. Motivational skills. Report writing skills. Management and supervisory skills. Service delivery and innovation. Strategic capability and leadership. Interpersonal skills. Analytical thinking. Coordination and monitoring. Policy formulation skills.

DUTIES : Manage the implementation and promotion of Employee Health and Wellness Programmes and interventions (physical wellness programme, counselling and therapeutic services). Manage the implementation of Safety, Health, Environment, Risk and Quality (SHERQ) and Injury on Duty (COIDS) prescripts. Manage the implementation of TB, HIV & AIDS, STI prevention programmes and Cheka Impilo programme. Provide counselling services and manage chronic illnesses as outlined in the pillars of Employee Health and Wellness Framework from DPSA. Coordinate and implement Health and Productivity programmes in the department. Oversee EAP and diversity management initiatives. Develop implementation plan for management of occupational injuries and diseases. Market OHS and Health and Wellness policies in the department. Facilitate the implementation of Work-life balance programmes. Management and facilitation of resources (financial, human and physical) in accordance with the relevant directives and legislation. Liaise with internal and external stakeholders.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/219** : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: C5/26/16**
 Directorate: Supply Chain & Assets Management
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
 : An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound and in-debt knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies and procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.
- DUTIES** : Manage, design and develop acquisition management policies, processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and rendering a secretariat service to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expression of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the Treasury. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative function. Establish implement and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/220** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C5/26/17**
 Directorate: Environmental Compliance & Enforcement
- SALARY** : R636 978 – R728 646 per annum, (an all-inclusive remuneration package), (OSD). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
 : An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Science / Environmental Law / Natural Science or equivalent as recognized by SAQA. A minimum of three (3) to five (5) years' experience investigation or enforcement of environmental crimes or crime or prosecution or relevant of which three (3) years should be at a supervisory level. Designated Environmental Management Inspector. Valid driver's license. Skills

and Knowledge: Knowledge of environmental policies and related legislations, international instruments, civil procedures, criminal procedures, constitutional law and administrative law. Extensive knowledge of criminal justice system and environmental crimes criminal docket management. Knowledge of natural resource management specifically TOPS/CITES. Good legal drafting, investigation and evidence gathering including covert gathering skills. Demonstrated knowledge of wildlife investigations. Strategic and analytical skills. Problem solving and negotiation skills. Information management. Computer literacy. Report writing. Communication skills. Facilitation. Organising and good interpersonal skills. Ability to gather and analyse information. Ability to develop and apply policies. Conflict management and problem solving. A service-orientated approach and the ability to work efficiently and effectively under pressure. Ability to work independently and withing a team. Management of staff.

DUTIES : Co-ordinate joint initiatives to strengthen the anti-poaching and anti-trafficking capabilities in the Limpopo Province. Provincially co-ordinate the Integrated Wildlife Zone (IWZ) (Rhino). Manage case dockets and provide criminal investigation support for wildlife related crimes to ensure effective case management, prosecution support and compliance with legal procedures. Manage compliance monitoring and enforcement operations. Provide support in relation to court appearances. Liaise with stakeholders. Attend National working group, Provincial Wildlife Crime Forums (PBIF, Rural safety), IWZ meetings and other relevant meetings. Provide strategic support to provincial and national wildlife trafficking projects. Ensure the coordination of enforcement and investigation operations to promote effective compliance and law enforcement outcomes. Ensure the implementation and use of the eCAS and CMOR Systems/Platforms and NISCWT. Compile all monthly and quarterly reports for the Directorate (Green).

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/221 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C5/26/18 (X2 POSTS)**
 Directorate: Wildlife Resources Management
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE : R636 978 – R728 646 per annum, (OSD)
 : Head Office: Polokwane (X1 Post)
 : Waterberg District: Modimolle (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Nature Conservation / Environmental Science / Natural Science / Biodiversity Management / Wildlife Management or equivalent as recognized by SAQA. SAPS Firearm Competency Certificate (Rifle) (compulsory). An Environmental Management Inspectorate qualification, RHoDi DNA Sampling Course and Permitting Training Course will be an added advantage. A minimum of six (6) years' experience in Biodiversity / Conservation / Environmental field of which three (3) years must be in the hunting and wildlife permitting and dehorning and taking of DNA samples of rhino species field. Valid driver's license. Skills and Knowledge: A thorough knowledge in both the provincial and national environmental biodiversity legislations, including CITES, biodiversity and other multi-lateral environmental agreements. Knowledge of Environmental policies, Management of Damage Causing Animals, Enforcement of Hunting regulatory frameworks, Promotion of Access to Information Act and Promotion of Administrative Justice Act. Computer literacy. Excellent communication (verbal and written) and report writing skills are essential. Be able to work irregular hours and be able to travel as and when required. Ability to work under pressure. Managerial skills. Stakeholder engagement. People management. Planning and coordination skills. Interpersonal relations.

DUTIES : Management of the hunting industry. Management of damage causing animals. Management of the establishment of wildlife centres. Monitoring of game hunts. Management of the game farming industry. Management of the game capture operations and translocations. Collection of specimens for forensic analysis. Implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora. Management of the permit processing systems. Manage and facilitate marking, registration, management and issuing of permits for elephant ivory and rhino horns. Manage and facilitate

- resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/222** : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C5/26/19**
 Directorate: Environmental Empowerment Services
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R636 978 – R728 646 per annum, (OSD)
 : Capricorn District: Polokwane
 : An NQF 6 qualification in Environmental Management / Nature Conservation or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in Environmental Management and Education field at a supervisory level. Valid driver's license. Skills and Knowledge: Knowledge and understanding of the Environmental Legislations. Knowledge of environmental education. Knowledge of community development facilitation. Good human relations and problem-solving skills. Good communication and writing skills. Ability to interpret and apply policies. Managerial skills. Knowledge of planning and organizing. Compiling reports. Computer literacy. Change and diversity management skills. Good report writing skills.
- DUTIES** : Manage the environmental education and awareness staff in the district. Develop and manage the implementation of environmental education programs in schools and communities. Implement environmental awareness in communities. Develop and implement career advisory programs in schools. Develop and manage tree planting program in the district. Align the environmental education and awareness programs with the environmental sector priorities. Perform and manage administrative and related functions.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/223** : **ASSISTANT DIRECTOR: LIQUOR AFFAIRS & BUSINESS REGULATIONS REF NO: C5/26/20**
 Directorate: Liquor Affairs & Business Regulations
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R605 742 – R713 535 per annum (Level 10)
 : Head Office: Polokwane
 : An NQF 6 qualification in Commerce / Business Management / Economics / Public Administration / Commercial Law / Law or equivalent as recognized by SAQA. Minimum of three (3) years' experience in the Liquor and Business Regulations field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the relevant legislation. Excellent leadership and interpersonal skills. Communication skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment and meet deadlines. Computer literacy. Planning and organizing skills. Customer relations skills. Service delivery innovation skills.
- DUTIES** : Provide support in monitoring business registrations in accordance with the Limpopo Business Registration Act to ensure compliance. Render secretariat services to the Limpopo Local Liquor Authority and Limpopo Provincial Liquor Board. Administer liquor licensing processes, including application handling, liquor board adjudication, printing licenses and communicating the decision of the board. Assist with compliance oversight, public education on liquor laws and responsible drinking and trade. Track and report on the generation of liquor-related revenue, including licensing fees, renewals and penalties, to support financial oversight and planning. Conduct joint inspections in loco with the Board and Tribunal. Coordinate liquor and business workshops and education and awareness programmes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/224 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: C5/26/21**
Directorate: Enterprise Development
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R605 742 – R713 535 per annum (Level 10)
: Head Office: Polokwane
: An NQF 6 qualification in Local Economic Development / Development Studies / Business Management / Integrated Organisational Communication or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Enterprise Development field at supervisory level. Valid driver's license (with exception of persons with disability). Skills and Knowledge: In-debt knowledge of Local Economic Development and Economic Development trends. Extensive knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Planning and organizing skills. Problem solving and decision-making skills. People management and empowerment. Team leadership. Project management. Coordination skills. Client orientation and customer focus. Diversity management. Communication skills (verbal and written).

DUTIES : Coordinate the development of Enterprise development policies and strategies. Monitor and evaluate the programmes implemented by sector departments, municipalities and entities for MSME's. Develop and coordinate marketing programmes for MSME's. Coordinate initiatives to reduce red tape and ease the doing business environment for MSME's to thrive. Facilitate the LED programme through collaborative partnerships. Monitor the implementation of the LED policy framework to strengthen the implementation of Local Economic Development programmes.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/225 : **ASSISTANT DIRECTOR: CONSUMER EDUCATION & ADVICE REF NO: C5/26/22**
Directorate: Consumer Affairs

SALARY CENTRE REQUIREMENTS : R605 742 – R713 535 per annum (Level 10)
: Mopani District: Giyani
: An NQF 6 qualification in Commercial Law / Law / Business Management / Public Administration as recognized by SAQA. Three (3) to five (5) years' experience in the Commercial Law / Business Administration / Public Administration field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of relevant legislations affecting consumers and South Africa. Customer care. Presentation skills. Report writing. Communication skills. Negotiation skills. Administrative management. Planning and organization. Analytical thinking. Interviewing skills. Attention to detail. Public speaking skills. Computer literacy. Delegation. Interpretation skills. Project management skills. Facilitation skills.

DUTIES : Facilitate and conduct compliance inspections. Facilitate and conduct investigation of cases. Ensure provision of mediation on disputes. Represent consumers in the Consumer Court. Provide secretariat services. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/226 : **ASSISTANT DIRECTOR: TOURISM DESTINATION DEVELOPMENT & TRANSFORMATION REF NO: C5/26/23 (X5 POSTS)**
Directorate: Tourism Destination Development & Transformation
Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE : R605 742 – R713 535 per annum (Level 10)
: Capricorn District: Polokwane (X1 Post)
: Mopani District: Giyani (X1 Post)
: Sekhukhune District: Lebowakgomo (X1 Post)
: Vhembe District: Thohoyandou (X1 Post)
: Waterberg District: Modimolle (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Tourism / Tourism Management / Development Studies / Ecotourism Management / Tourism Development and Management or equivalent as recognized by SAQA. Three (3) to five (5) years' experience

in the Tourism field at an Administrative Officer level. Experience in the Tourism Destination Development and Tourism Sector Coordination field will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of tourism empowerment programmes and capacity building skills. Good understanding of rural tourism development and transformation policy and legislative framework. Knowledge of tourism empowerment programmes and capacity building skills. Strong communication skills (verbal and written). Computer literacy (MS Excel, MS Word, PowerPoint, Internet, etc.). Ability to work independently and under pressure. Project management skills. Event management and stakeholder coordination skills. Analytical and strategic thinking skills. Planning and coordination skills. Conflict management and problem-solving skills. Financial management skills. Planning and organizing skills. Personnel management.

DUTIES : Develop and co-ordinate implementation of destination development and ecotourism strategies and plans in the province. Development and management of a provincial tourism spatial plan. Support development of a provincial tourism infrastructure plan including signage. Provide technical support services to community-based tourism projects. Manager route and icon development in support of provincial tourism growth strategy in the district. Management of tourism services in the region. Coordinate and support the implementation of tourism transformation programmes and related events in the district. Drafting motivations to mobilise resources for identified tourism development and reports. Coordinate stakeholder relations in the district. Implement rural tourism, culture and heritage and mass tourism strategies in the district. Identify tourism business opportunities for MSME. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/227 : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C5/26/30**
 Directorate: Environmental Compliance & Enforcement
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R518 769 – R717 846 per annum, (OSD)
 : Capricorn District: Polokwane
 : An NQF 6 qualification in Nature Conservation / Natural Science / Environmental Science / Environmental Law / Policing or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Environmental Compliance & Enforcement field. Successful completion of the Environmental Management Inspectors (EMI) course and detective experience will be an added advantage. Valid driver's license. Skills and Knowledge: Knowledge and practical understanding of the Constitution, practical experience in implementation of the National Environmental Management Act (NEMA), together with all the Specific Environmental Management Acts, Promotion of Administrative Justice Act (PAJA) and interpretation thereof. Knowledge of environmental wildlife facility inspection / auditing, monitoring procedures and methodologies. A good knowledge and exposure to the Criminal Procedures Act and good understanding of environmental legislation and knowledge of government standard administrative procedures and policies will be essential. Knowledge of administrative enforcement. Case docket management. Investigation skills. Good communication skills (verbal and written). Project management. Conflict management skills. Ability to write a communicative report. Ability to interpret and apply environmental legislations. Good interpersonal relations skills. Good organization and planning management skills. Computer literacy. Report writing skills. Analytical and quantitative skills.

DUTIES : Administer compliance monitoring in accordance with the Environmental Authorisations (EA), Environmental Management Plan (EMP) and permit applications. Undertake compliance enforcement operations (biodiversity conservation matters outside protected areas). Coordinate and participated in compliance promotion / awareness. Perform and manage administrative and related functions. Implement procedural systems, manuals and inspection guidelines to carry out pro-active and reactive inspections. To record and respond to public complaints of non-compliance with Provincial and National Environmental legislations. Plan and conduct environmental compliance

inspections in response to public complaints of non-compliance to legislation. Report on the environmental compliance status on all ad-hoc inspections and make recommendations for compliance orders and investigations or prosecute criminal offences in respect of environmental legislations. Provide support to national and local government compliance inspection structures with a view to ensure government's efficient and effective compliance inspections with all wildlife protection legislation, regulations, authorizations and applied enforcement instruments including notices, court orders, directives, interdicts, etc. Investigate, open cases and manage case dockets relating to any environmental crime negatively impacting Biodiversity in Limpopo Province. Participate and co-ordinate counter poaching operations. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/228 : **ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION REF NO: C5/26/31**
 Directorate: Environmental Quality Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R518 769 – R717 846 per annum, (OSD)
 : Head Office: Polokwane
 : An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license. Skills and Knowledge: Good working knowledge of environmental legislation, Environmental Impact Assessment Regulations of 2014 as amended in April 2017, Environmental Impact Assessment Guidelines and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem-solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

DUTIES : Management of the EIA process, including the drafting of environmental authorisations and conditions of authorisations. Management and dissemination of information and technical/procedural advice relating to environmental impact management. Management and implementation of other Integrated Environmental Management tools. Perform and manage administrative and related functions. Conduct site inspections and compile site visit reports. Evaluate environmental authorisation applications which include the following: Provide technical and procedural advice to stakeholders (e.g. Environmental Assessment Practitioners (EAP's), local authorities and other departments and applicants). Review, interpret and evaluate applications and associated documentation according to established norms and standards. Review and evaluate Environmental Management Programmes for mining, municipal and water use applications. Review, evaluate and assess applications of unlawful development. Records management. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/229 : **ASSISTANT DIRECTOR: POLICY COORDINATION REF NO: C5/26/24**
 Directorate: Strategic Management
 Re-advertisement, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane

- REQUIREMENTS** : An NQF 6 qualification in Policy Development and Analysis / Public Administration/Management / Public Management and Governance / Local Government Management / Local Government and Administration / Public Policy / Leadership and Development or equivalent as recognized by SAQA. A postgraduate qualification in the mentioned qualifications will be an added advantage. Three (3) years' experience in the Policy Development, Analysis and Coordination field at Supervisory level. Experience in research, policy development, policy analysis and stakeholder engagement. Valid driver's license (with exception of persons with disability). Skills and Knowledge: In-depth knowledge of the policy development cycle and frameworks within the public sector. Understanding of relevant public sector legislation, regulatory frameworks and prescripts. Knowledge in stakeholder engagements and participatory approaches. Knowledge in policy analysis, formulation and review. Research and report writing skills. Problem-solving and decision-making skills. Excellent communication skills (verbal and written). Interpersonal and stakeholder engagement skills. Strong analytical and project management skills. Ability to work collaboratively and engage effectively with internal and external stakeholders. Computer literacy (MS Excel, MS Word, PowerPoint). Integrity, proactiveness and attention to detail.
- DUTIES** : Coordinate, facilitate and manage the development, review and analysis of departmental policies. Provide administrative and advisory role to departmental units. Provide support on policy development to departmental units. Coordinate submissions and presentations of finalised policies to management for endorsement. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/230** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: C5/26/25**
 Directorate: Human Resource Management & Development
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane
 : An NQF 6 qualification in Workstudy Management / Operations Management / Production Management / Management Services / Industrial Engineering or equivalent as recognized by SAQA. Job Evaluation certificate will be an added advantage. Three (3) to five (5) years' experience as a Work Study Officer/ OD Practitioner on the Organisational Development field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Ability to interpret and apply policy. Knowledge of ORG Plus. Analytical and innovative thinking. Research and report writing skills. Workshop presentation and facilitation skills. Computer literacy. Leadership skills. Organizing skills. Project management skills. Conflict management and negotiation skills. Financial management skills. Strategic management skills. Policy formulation. Adaptability during changes to meet the goals. Change and diversity management.
- DUTIES** : Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the need for changes in the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submission for approval of the Organisational Structure. Facilitate workshops on job evaluation and job descriptions. Conduct job analysis. Conduct job evaluation interviews. Analyse jobs on Equate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of job evaluation results. Draft submission for implementation of job evaluation results. Monitor job evaluation data base. Provide advice and guidance on the development of job descriptions. Conduct research on the contents of job descriptions. Make continuous consultations on job description related matters. Finalise job descriptions. Monitor job description database. Facilitate workshops on development of OFA. Analyse the information collected. Provide support to the units/components. Finalise the OFA reports. Monitor and evaluate the OFA. Facilitate workshops on development of procurement manuals. Analyse procedure manuals and propose process/procedure improvements. Collect data and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures

- consultative meetings. Map the processes. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/231** : **ASSISTANT DIRECTOR: SHERQ, HIV, STI, TB & COIDA REF NO: C5/26/26**
 Directorate: Employee Relations & Wellness
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)
 : Waterberg District: Modimolle
 : An NQF 6 qualification in Social and Behavioural Science / Social Work / Psychology / Occupational Health Nursing / Environmental Health or equivalent as recognized by SAQA. Professional registration with SACSSP / HPCSA / SANC or relevant statutory body. Three (3) years' experience in the Employee Health & Wellness field at supervisory level. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of all Employee Health and Wellness and related policies and Acts. Specialised knowledge of counselling. Knowledge of Occupational Health and Safety Act and Regulations. Knowledge of Compensation of Occupational Injuries and Diseases Act and Regulations. Knowledge of National and Provincial HIV, STI and TB strategies. Knowledge of Employee Assistance Programme. General knowledge in HR related standards, practices and procedures. Knowledge of Public Service Act and Procedures. Team building. Financial management. Conflict management skills. Communication skills (verbal and written). Planning and organizing skills. Facilitation skills. Listening skills. Problem-solving skills. Coordination and monitoring skills. Computer literacy. Report writing skills.
- DUTIES** : Coordinate and facilitate comprehensive Employee Health and Wellness programmes. Conduct workplace health risk assessments and implement mitigation strategies. Manage occupational health and safety programmes. Support line management to implement strategies in relation to ill-health related absenteeism. Facilitate OHS legal appointments in the district. Co-ordinate safety awareness campaigns and health promotion initiatives. Implement interventions and programmes aimed at enhancing employee wellbeing and performance. Represent the department in the Waterberg District AIDS Council forum. Co-ordinate and administer COIDA in the district. Co-ordinate the sports and bereavement programme in the district. Administer Occupational Injuries and Diseases. Facilitate and Coordinate Social club Activities in the district. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/232** : **ASSITANT DIRECTOR: EMPLOYEE RELATIONS REF NO: C5/26/27**
 Directorate: Employee Relations & Wellness
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane
 : An NQF 6 qualification in Labour Relations / Labour Relations Management / Labour Law / LLB or equivalent as recognized by SAQA. Three (3) years' experience in the Labour Relations field of which two (2) years must be at a supervisory level. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Strong knowledge of Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Public Financial Management Act (PFMA), Public Service Regulations (PSR) and Public Service Act (PSA). Knowledge of GPSSBC and CCMA Procedures. Financial management. Planning and organizing skills. Negotiation skills. People management. Problem-solving and analysis skills. Integrity. Presentation skills. Communication skills (verbal and written). Computer literacy. Report writing skills. Policy formulation skills. Ability to interpret legislation/policies.
- DUTIES** : Coordinate and facilitate Labour Relations issues (i.e. grievances, misconduct and disputes). Represent the department in disciplinary hearings. Finalizing grievances and complaints from employees. Coordinating and supporting the

department in disputes referred to bargaining councils, as well as related forums. Facilitate the implementation of the Labour Relations policies, guidelines, procedures and provide advice, therefore. Conduct workshops/awareness on labour relations matters. Represent the department at the Provincial Chambers and management of strikes. Ensure keeping of appropriate records and statistics as required by law. Make inputs to the development of policies and procedures related to labour relations management and implement such policies and procedures in dealing with labour relations cases. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/233 : **ASSISTANT DIRECTOR: FIREARM MANAGEMENT REF NO: C5/26/28**
 Directorate: Security & Facility Management: Physical & Information Security Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R487 197 – R573 897 per annum (Level 09)
 : Head Office: Polokwane
 : An NQF 6 qualification in Policing / Law Enforcement / Security / Criminology or equivalent as recognized by SAQA. Three (3) to five (5) years' experience in the Firearm Control field at supervisory level. Firearm Competency certificate (handgun / shotgun / rifle). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of the Firearm Control Act and related regulations. Knowledge in firearm control and firearm records management. Effective firearm control. Planning and organizing. Computer literacy. Presentation skills. Analytical thinking. Communication skills. Negotiation skills. Conflict management and problem-solving skills. Financial management. Interpersonal skills.

DUTIES : Manage departmental firearms for compliance with the Firearm Control Act 60 of 2000 and Regulation 12 and 79. Develop and maintain firearm control policies and procedures. Conduct firearm audits, inspections and maintain and keep firearm register up to date and compatible with the SAPS firearm register. Conduct quarterly shooting exercises. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/234 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: C5/26/29 (X2 POSTS)**
 Directorate: Management Accounting
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R487 197 – R573 897 per annum (Level 09)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 : Waterberg District: Modimolle (X1 Post), (Re-advertisement)
 : An NQF 6 qualification in Financial Management / Accounting / Management Accounting as recognized by SAQA. Three (3) to five (5) years' experience in the Revenue Management field at supervisory level / State Accountant. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of PFMA, DORA and Treasury Regulations. Knowledge of BAS system. Computer literacy. People management. Communication skills. Interpersonal relations and analytical skills.

DUTIES : Manage and monitor revenue collection in the district. Ensure that revenue collected is monitored, checked and banked as prescribed in the revenue policy and procedure manual. Manage the clearing of bank exceptions as well as all revenue control accounts. Authorize captured batches, journals and ensure that supporting documents are attached. Review monthly revenue management reports. Manage face value stock. Maintain and implement effective, efficient and transparent systems of financial and risk management and internal control. Maintain sound budgeting and budgetary control practices. Bank reconciliation and debts management. Review monthly revenue management reports. Manage face value stock. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/235** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C5/26/32 (X2 POSTS)**
 Environmental Communication & Awareness
 Directorate: Environmental Empowerment Services
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R357 597 – R395 352 per annum, (OSD)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 : Waterberg District: Modimolle (X1 Post)
- REQUIREMENTS** : An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. An NQF 7 relevant qualification will be an added advantage. Valid driver's license. Skills and Knowledge: Knowledge of Environmental legislations and protocols. Knowledge and skills of implementing environmental education and awareness programmes. Knowledge on education for sustainability. Basic knowledge of linking basic education curriculum and environmental education programs. Ability to facilitate stakeholder's engagement processes. Computer literacy. Excellent communication (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management skills. Presentation skills. Conflict management and problem-solving skills.
- DUTIES** : Facilitate the implementation of formal Environmental education programmes in schools through Limpopo Green Schools for the Earth Programme (LGSEP) and career expo. Facilitate the implementation of informal environmental education programmes/activities. Implementation of Limpopo Enviro Explorer Youth Programme (LEEYP) including career advisory services. Coordinate commemoration of Environmental Calendar days in the district. Conduct environmental awareness through all legal media platforms. Facilitate, collaboration and forming partnership with relevant stakeholders to implement environmental education and awareness programmes. Represent the Department in various education and awareness forums/structures in the district. Compile Environmental education and awareness reports in the district.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/236** : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C5/26/33**
 Environmental Governance & Municipal Support
 Directorate: Environmental Empowerment Services
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R357 597 – R395 352 per annum, (OSD)
 : Waterberg District: Modimolle
- REQUIREMENTS** : An NQF 6 qualification in Nature Conservation / Environmental Management / Environmental Sciences or equivalent as recognized by SAQA. Valid driver's license. Skills and Knowledge: Knowledge of Environmental legislation and protocols. Knowledge of Municipalities Integrated Development Planning (IDP) process and legislations. Knowledge of environmental capacity building approaches and programmes. Knowledge of community development and conservation. Ability to facilitate stakeholder's engagement process. Computer literacy. Excellent communication skills (verbal and written). Report writing skills. Planning and organizing skills. Interpersonal relations and project/program management. Presentation skills. Field work and data analysis. Ability to work under pressure.
- DUTIES** : Develop and manage the implementation of environmental capacity building programmes. Facilitate multi stakeholder's seminars/indabas. Manage the implementation of the greenest municipality competition. Facilitate the implementation of the local government support strategy and the Municipal Environmental IDP toolkit. Represent the Environmental Branch in the district environmental management multi stakeholder's forum. Manage and facilitate formation and functioning of environmental stakeholder forum in the district. Compile sub-directorate reports. Support implementation framework for environmental governance in Waterberg District. Perform all administrative and related functions.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/237 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: C5/26/34**
Directorate: Provincial Protected Areas Management
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R357 597 – R395 352 per annum, (OSD)
: Langjan Nature Reserve
: An NQF 6 qualification in Nature Conservation / Wildlife Management / Environmental Management / Natural Sciences or equivalent as recognized by SAQA. Three (3) years' working experience in the Nature Conservation field. SAPS Firearm Competency Certificate. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge of Nature Reserve Management and Nature Conservation legislations and policies. Knowledge of and the ability to interpret directives, policy, guidelines, environmental legislation and multilateral environmental agreements. Compiling of reports. Ability to use a firearm. Computer literacy. Analysis skills. Client orientation and customer focus skills. Communication skills. People management. Conflict management and problem-solving skills. Change and diversity management skills. Planning and organizing skills. Policy formulation skills. Financial management skills.

DUTIES : Plan and implement conservation management program in the nature reserve. Plan and implements law enforcement programs in the nature reserve. Promote biodiversity conservation awareness. Promote ecosystem functioning activities of the reserve. Infrastructure management services within the nature reserve. Plan and undertake surveys and recording of data in the reserve. Maintenance of infrastructure and recreational facilities. Conduct stakeholder engagement programmes. Perform tourism management activities as well as the management of administration and related functions. Perform all administrative and relations functions at the nature reserve. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/238 : **PERSONAL ASSISTANT REF NO: C5/26/35**
Directorate: Head of Department
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Head Office: Polokwane
: An NQF 6 qualification in Personal Assistant / Secretarial / Office Management / Business Management / Management Assistant or equivalent as recognized by SAQA. Two (2) years' working experience in the following: rendering support to Executive Management, in minutes taking, in managing traveling arrangements, namely: developing travelling itineraries, arranging flights and accommodation. Two (2) years' experience in electronic calendar management, in Microsoft Office Suite; namely: Outlook and Excel and in other relevant software namely: Zoom and MS Teams. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Basic knowledge of the relevant legislation / policies / prescripts and procedures governing public service. Basic knowledge of financial administration. Exceptional organisational skills: Ability to manage multiple tasks simultaneously with meticulous attention to detail. Strong communication skills: Excellent written and verbal communication skills to effectively interact with diverse individuals at all levels and backgrounds. Proficiency in technology: Knowledge in Microsoft Office Suite, calendar applications and other relevant software. Comprehensive understanding of office management systems and applications. Discretion and confidentiality: Ability to handle sensitive information with utmost discretion. Anticipatory thinking: Proactive ability to anticipate needs and proactively address potential issues. Professionalism and courtesy: Ability to maintain a professional demeanour, demonstrating excellent interpersonal skills. Good grooming and presentation. Self-management and motivation.

DUTIES : Receive telephone calls in an environment where, in addition to the calls for the HoD, discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should be finalise some enquiries. Performed advanced typing work. Operates and ensures that office equipment,

e.g. fax machines and photocopiers are in good working order. Records the engagements of the HoD. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the importance and urgency of the matter. Coordinates with and sensitizes/advises the HoD regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the HoD. Ensures the safekeeping of all documentation in the office of the HoD in line with relevant legislation and policies. Obtain inputs, collates and compiles reports. Scrutinizes routine submission/reports and make notes and recommendations for the HoD. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the HoD and the unit where required. Collects, analyses and collates information requested by the HoD. Clarifies instructions and notes on behalf of the HoD. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the HoD. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationary, refreshments etc. for the activities of the HoD and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Collects and compiles all necessary documents for the HoD to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the HoD as required. Coordinates logistical arrangements for the meetings when required. Collect and coordinates all the documents that related the HoD's budget. Assists HoD in the determining funding requirements for the purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts HoD of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the HoD and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the HoD of changes. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remains abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES

: Ms WA Klaassen Tel No: (015) 293 8691

POST 17/239

: **SPECIAL PROGRAMMES OFFICER: SPECIAL PROGRAMMES REF NO: C5/26/36**
 Directorate: Strategic Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS

: R338 106 – R398 277 per annum (Level 07)
 : Mopani District: Giyani
 : An NQF 6 qualification in Public Administration / Public Management / HRM / Gender Studies / Youth Studies / Disability Studies or equivalent as recognized by SAQA. Two (2) years' experience in the Special Programmes / Administration within government. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the Public Service, HR Policies, Change Management Engagement, Employment Equity, Affirmative Action measures and other legislation related to transformation. Policy analysis, development and monitoring. Knowledge of Gender Equity and Women Empowerment Programme. Promotion of the rights of women, people with disabilities and the youth. Mainstreaming and implementation of gender, elderly programmes, youth developmental programmes and job access strategy. Excellent communication skills (verbal and written). Coordination skills. Planning and organisation skills. Leading and controlling skills. Research skills. Report writing and presentation skill. Knowledge management. Problem solving and analysis skills. Programme and project management skills. Financial management and service delivery innovation skills. Client orientation, stakeholder management and customer focus. Policy analysis, development and monitoring skills.

DUTIES

: Compile and submit progress reports on: Achieved equity targets and compliance with employment equity plan. Gender sensitive workplace. Disability friendly environment and percentage of disability targets achieved. Integration of youth, gender, disability and elderly programmes. Financial management within the directorate. Provide support at the districts and / or

head office on special programmes imperatives. Capacity building and awareness to all staff. Ensure efficient and effective resource management. Information dissemination. Networking and benchmarking for best practice. Manage all procurement and logistical needs for the sub-directorate at the district level and liaise with SCM for processing. Implementation of national and provincial directives.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/240 : **COMMUNICATION OFFICER REF NO: C5/26/37 (X2 POSTS)**

Directorate: Communication Services

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Capricorn District: Polokwane (X1 Post), (Re-advertisement)

Mopani District: Giyani (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Communication / Journalism / Media studies / Public Relations / Marketing or equivalent as recognized by SAQA. Two (2) years' experience in the Communication environment. Photographic skills and registration with PRISA will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Computer literacy (MS Office applications). Knowledge of applicable legislation of government framework and relevant legislation. Good communication skills (verbal & written) including interpersonal skills. Presentation skills. Report writing skills. Analytical thinking. Good negotiation skills. Strategic thinking. Adaptability.

DUTIES : Compile, plan and implement the district events calendar. Support departmental events / activities. Monitor and evaluate events. Write articles for the departmental newsletter. Source information for both the intranet and the website. Ensure correct information into departmental publications (online and printed). Develop image bank of the department (Officials, events etc.). Manage the departmental media profile and create relations with the media. Provide journalistic duties to events in the districts. Conduct regular media monitoring and feedback sessions with units affected to manage their communication. Regularly update media contact list. Provide information and pictures for social media platform. Develop networks for communication at district level.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/241 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: C5/26/38 (X2 POSTS)**

Directorate: Human Resource Management & Development

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Mopani District: Giyani (X1 Post), (Re-advertisement)

Vhembe District: Thohoyandou (X1 Post)

REQUIREMENTS : An NQF 6 qualification in Human Resource Management or equivalent, in the field of HRM, as recognized by SAQA. Two (2) years' experience in Human Resource Management: Conditions of Services field. Successful completion PERSAL Administration training. Valid South African driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of the PERSAL System. Knowledge of the PCM System. Ability to interpret and apply policy. Analytical and innovative thinking. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy formulation. Project management.

DUTIES : Supervise and render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Supervise processing of leave gratuities/discounting, termination of service and processing of pension documents. Administer long service awards, medical aid and housing allowance. Manage PERSAL transactions related to service benefits. Utilise

resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and Procedures. Compile analysis and CoE liability reports.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/242 : **ADMINISTRATIVE OFFICER: SHERQ, HIV, STI, TB & COIDA REF NO: C5/26/39**

Directorate: Employee Relations & Wellness

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Head Office: Polokwane

REQUIREMENTS : An NQF 6 qualification in Safety Management / Social and Behavioural Sciences / Environmental Health / HRM&D or equivalent as recognized by SAQA. Two (2) years' experience in the Employee Health and Wellness field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of COIDA, Public Service Act, Public Service Regulations, Compensation Fund Policies, Public Financial Management Act, National Treasury Regulations, PoPIA, PAIA and Customer Services (Batho Pele Principles). Knowledge of the Employee Assistance Programme. Communication skills (verbal and written). Computer literacy. Report writing skills. Listening skills. Telephone etiquette and basic interpersonal skills. Data and records management. Problem-solving and decision-making skills. Analytical thinking skills. Planning and organization skills. Coordination and monitoring skills.

DUTIES : To implement the plan for management of occupational injuries and diseases. Conduct safety awareness workshops in the department and districts. Develop and maintain register for occupational injuries and diseases at Head Office. Conduct incident investigations in the workplace and ensure timeous reporting thereof according to the requirements of the General Administrative Regulations. Assist the development and review of OHS/COID general service delivery standards. Monitor implementation of COID in the districts. Collate information on trends regarding occupational injuries and diseases and report quarterly and annually. Liaise with Compensation Commissioner on injury on duty cases. Render administrative support to the directorate. Environmental Health promotion programmes (communicable and non-communicable diseases). Implement Employee Assistance Programme in the department.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/243 : **CONSUMER OFFICER REF NO: C5/26/40**

Directorate: Consumer Affairs

Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Waterberg District: Modimolle

REQUIREMENTS : An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law / Business Administration / Law or equivalent as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LCPA, CPS Legislation or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of relevant legislation (CPA, LPCA and PSA). Knowledge of Public Sector Policies and Regulations. Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills. Public speaking skills. Attention to detail. Project management skills. Facilitation skills. Ability to work under pressure.

DUTIES : Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/244 : **CLUSTER SALES OFFICER REF NO: C5/26/41**
Directorate: Commercial Development
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Head Office: Polokwane
: An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management / Marketing Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Sales and Marketing field. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and sales and marketing strategies. Computer literacy. Analytical thinking skills. Problem solving and analysis skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Financial management skills.

DUTIES : Implement strategic marketing plans and sales plans for Limpopo Wildlife Resorts (LWR). Render advertising and promotion activities, including print, online, electronic media and direct mail. Implement product positioning, packaging and pricing strategy to produce the highest possible long-term market share. Establish and maintain relationships with industry influencers and key strategic partners. Manage sales/marketing operating budget. Identify media, trade marketing and advertising platforms. Provide after-sales services to customer base. Recruit new customers. Update information on the website and publications regularly. Post all activities on social media platforms. Respond to online enquiries, complaints and compliments. Conduct all sales promotional activities. Distribution of collaterals for resorts. Coordinate product promotion and advertising. Coordinate co-marketing with the concessionaires in the resort. Coordinate resort marketing initiatives and proposals. Coordinate resorts' marketing reports. Report writing. Partnership management with communities, public and private stakeholders. Community levies. Community empowerment. Kids and Parks programmes.

ENQUIRIES : Ms WA Klaassen Tel No: (015) 293 8691

POST 17/245 : **PROJECT ADMINISTRATIVE OFFICER REF NO: C5/26/42**
Directorate: Commercial Development
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
: Head Office: Polokwane
: An NQF 6 qualification in Tourism Management / Business Management / Project Management or equivalent as recognized by SAQA. A degree in Tourism Management / Business Management / Project Management will be an added advantage. Two (2) to three (3) years' working experience in the Business Administration / Project Management field. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving. Client orientation and customer focus. Communication skills (verbal and written). Customer relationship management. People management. Leadership skills. Stakeholder management.

DUTIES : Provide support to project teams. Coordinate Public Private Partnerships (PPP) projects. Develop concept documents for projects. Facilitate development, negotiation and signing of agreements. Coordinate committee meetings. Provide secretarial function for project teams. Implement Limpopo Wildlife Resorts (LWR) Revenue Enhancement Projects. Coordinate product development initiatives for provincial nature reserves and resorts. Monitor LWR business products and services within the provincial nature reserves. Identify and assess new business opportunities to diversify LWR revenue streams and improve its market position. Develop project plans, profiles, packages, and maps in Nature Reserves and Resorts. Manage and supervise project teams. Conduct risk analysis. Administration of product development projects in

		resorts. Facilitate the participation of affected stakeholders in all planned projects to ensure project sustainability.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 17/246</u>	:	<u>BOOKINGS & RESERVATION OFFICER REF NO: C5/26/43</u> Directorate: Commercial Development Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Head Office: Polokwane An NQF 6 qualification in Tourism Management / Hospitality Management / Business Management or equivalent as recognized by SAQA. Two (2) to three (3) years' working experience in the Bookings and Reservation field or Front Office role in a lodge, resort or eco-tourism setting. Valid driver's license (with exception of persons with disability). No criminal record. Skills and Knowledge: Knowledge and the ability to interpret and apply directives, policy, guidelines, environmental legislation and project management. Computer literacy. Analytical skills. Conflict management and problem solving skills. Client orientation and customer focus. Communication skills (verbal and written). Customer relations management. People management. Leadership skills. Stakeholder management. Sales and product knowledge (Provincial Protected Nature Reserves and Reports). Financial management. Telephone etiquette. Ability to work under pressure.
<u>DUTIES</u>	:	Manage and process all booking inquiries through telephone, email and online platforms. Provide detailed information about the resort's accommodation, wildlife activities (e.g. game drives, hiking trails, etc.), conservation projects, dining options and community-based experiences. Accurately update and manage the reservation system, including guest preferences and special requests. Liaise with resort staff and operations teams to ensure availability of activities and accommodation. Send booking confirmations, invoices, payment requests and pre-arrival communication to guests and resort officials. Coordinate group and package bookings, including tailored itineraries and activity packages. Monitor occupancy levels and suggest strategies to optimise lodging capacity. Handle cancellations, changes and no-shows according to the Reservations policy and ensure proper guest communication. Assist in managing partnerships with booking agents, tourism boards and online travel platforms. Handle clients' queries, complaints and compliments. Filing and safekeeping of documents. Liaise with IT unit for Online Reservations and Booking System upgrades. Prepare daily, weekly and monthly booking reports for management review. Verify and compile database of revenue activities, including guest profiles, booking statistics and revenue reports. Review reservation policies and procedures periodically, identify means of improving productivity and efficiency. Administer complementary bookings. Review annual tariffs according to different categories. Loading of tariffs in the reservation system. Develop and review terms and conditions for reservations. Identify opportunities to promote additional services or packages to enhance customer experience. Provide input into promotional campaigns and seasonal offers based on booking trends. Implement promotions and specials.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 17/247</u>	:	<u>PERMIT OFFICER REF NO: C5/26/44</u> Directorate: Wildlife Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07) Waterberg District: Mokopane Service Centre An NQF 6 qualification in Public Administration / Office Management or equivalent as recognized by SAQA. One (1) to two (2) years' experience. Valid driver's license (with exception people with disability). Be able to travel as and when required. Skills and Knowledge: Knowledge of the relevant acts, directives and resolutions. Computer literacy. Administrative. Records keeping. Norms and standards. Interpersonal relations. Conflict management and problem solving. Interpretation skills.
<u>DUTIES</u>	:	Perform and render administrative support for permit duties. Access permit applications for hunting, capture, transport, relocation, import and export of fauna and flora. Process biodiversity permits within prescribed legislative timeframes. Maintain accurate and updated permit registers and electronic

- databases. Monitor validity and renewal of permits. Receive and capture permit applications. Handle the PHoDIS kits, microships and the distribution of lion, crocodile and leopard hunting tags. Facilitate, issue and monitor the distribution of issued permits. Liaise and advise stakeholders pertaining to permit matters. Attend to permit queries.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/248** : **PERMIT CLERK REF NO: C5/26/45**
Directorate: Wildlife Resources Management
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)
: Head Office: Polokwane
: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Public Administration / Office Management or equivalent will be an added advantage. One (1) year experience. Valid driver's license (with exception people with disability). Be able to travel as and when required. Skills and Knowledge: Knowledge of the relevant acts, directives and resolutions. Computer literacy. Administrative. Records keeping. Norms and standards. Interpersonal relations. Conflict management and problem solving. Interpretation skills.
- DUTIES** : Render day to day permitting and administrative support. Receive and administer permit queries registers, appeals and electronic database. Collate information and file processed permit applications. Liaise, and advice stakeholders relating to permit matters. Receive processed permit applications for hunting, capture, transport, relocation, import, and export wildlife. Evaluate and administer the environmental management plan recommendations. Distribute all issued permits to applicants within stipulated timeframes.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/249** : **PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: C5/26/46 (X2 POSTS)**
Directorate: Human Resource Management & Development
Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)
: Sekhukhune District: Lebowakgomo (X1 Post)
: Vhembe District: Thohoyandou (X1 Post)
: An NQF 6 qualification in Human Resource Management or equivalent, as recognized by SAQA. One (1) to two (2) years' experience in Human Resource Management: Conditions of Services field will be an added advantage. Successful completion PERSAL Administration training will be an added advantage. Valid South African driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of Public Service Act, Public Service Regulations and PILIR. Knowledge of relevant government legislative prescripts. Knowledge of PERSAL system. Knowledge of PCM system. Business writing skills. Report and analysis skills. Computer literacy. Accurate data capturing. Data management skills. Presentation and communication skills. Financial and change management skills. Programme and project management skills. Problem solving skills. Client orientation skills. Policy development skills.
- DUTIES** : Render effective administration process of all types of service terminations (death, resignations, retirements, contract expiry, and discharge). Administer leave process including Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR). Processing of leave gratuities/discounting, administer long service awards, medical aid and housing allowance. Administer termination of service and processing of pension documents. Capture and process PERSAL Transactions related to service benefits. Processing of pension benefits. Utilise resources effectively. Adhere to Batho Pele Principles, Service Standards as well as Human Resource Policies and procedures.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/250** : **REVENUE CLERK REF NO: C5/26/47 (X2 POSTS)**
 Directorate: Management Accounting
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R237 453 – R279 708 per annum (Level 05)
 : Sekhukhune District: Lebowakgomo (X1 Post)
 Waterberg District: Lephalale Service Centre (X1 Post)
- REQUIREMENTS** : An NQF 4 qualification (Grade 12) with Accounting as a subject or equivalent as recognized by SAQA. An appropriate NQF 6 qualification in Financial Management / Accounting / Management Accounting will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of PFMA, DORA and Treasury regulations. Computer literacy. People management and communication skills. Interpersonal relations and analytical skills. Financial management.
- DUTIES** : Issuing of receipts and safeguarding of revenue assets and stock registers. Ensure that all revenue is collected, recorded and banked as prescribed in the revenue policy and procedure manual. Ensure proper safe keeping of face value stock. Compile monthly revenue statistics. Clearing of exceptions in financial accounts.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/251** : **SENIOR FIELD RANGER REF NO: C5/26/48 (X5 POSTS)**
 Directorate: Provincial Protected Areas Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R237 453 – R279 708 per annum (Level 05)
 : Langjan Nature Reserve (X1 Post), (Re-advertisement)
 Lekgalameetse Nature Reserve (X1 Post), (Re-advertisement)
 Makuya Nature Reserve (X1 Post)
 Mphaphuli Nature Reserve (X1 Post), (Re-advertisement)
 Rust de Winter Nature Reserve (X1 Post)
- REQUIREMENTS** : An NQF 4 (Grade 12) / ABET / AET level 3 qualification or equivalent as recognized by SAQA. A National Diploma in Nature Conservation or related will be an added advantage. Valid SAPS Firearm Competency Certificate. Related training is essential (from SAWC or any other accredited institution). One (1) to two (2) years' working experience in the Nature Conservation field. Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Computer literacy. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
- DUTIES** : Assist with the protection of the nature reserve and its natural resources. Lead teams with the following: law enforcement operations / programmes (nature conservation patrols), inspection and repair the boundary fence, infrastructure maintenance, manage visitors' behaviour and actions in the reserve, reporting non-compliance, assist with fire management services and assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in the nature reserve which include: gathering biological and ecological data, identify and conduct ecological rehabilitation programs such as soil erosion controls, alien plants removal and bush encroachment programs. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management). Assist with game monitoring programmes. Assist with administration activities.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/252** : **MESSENGER/DRIVER: RECORDS & KNOWLEDGE MANAGEMENT REF NO: C5/26/49**
 Directorate: Security & Facility Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R201 093 – R236 877 per annum (Level 04)
 : Sekhukhune District: Lebowakgomo

- REQUIREMENTS** : An NQF 3 (Grade 8 / ABET / AET) qualification or equivalent as recognized by SAQA. Seven (7) to twelve (12) months experience in driving will be an added advantage. A valid PDP licence. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge of messenger services. Knowledge of planning and organising. Knowledge of roads and places. Knowledge of messenger services. Computer literacy. Good people skills. High level of reliability. Basic written communication skills. The ability to act with tact and discretion. Good grooming and presentation skills. Ability to operate photocopier machine. Organisational skills.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Collect mail and documents from all over as requested. Collect mail from post office including heavy boxes. Deliver invitations to stakeholders e.g. business group. Collect stationery and goods from stores. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry activities. Attend to district logistical support services. Provide transport services for the district officials.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/253** : **FIELD RANGER REF NO: C5/26/50 (X19 POSTS)**
 Directorate: Provincial Protected Areas Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R201 093 – R236 877 per annum (Level 04)
 : Atherstone Nature Reserve (X2 Posts), (Re-advertisement)
 : Blouberg Nature Reserve (X1 Post)
 : Brackenridge Nature Reserve (X1 Post), (Re-advertisement)
 : Hans Merensky Nature Reserve (X1 Post), (Re-advertisement)
 : Langjan Nature Reserve (X1 Post), (Re-advertisement)
 : Makapans Valley WHS (X1 Post), (Re-advertisement)
 : Makuya Nature Reserve (X2 Posts)
 : Matrompie Nature Reserve (X1 Post), (Re-advertisement)
 : Modjadji Nature Reserve (X1 Post), (Re-advertisement)
 : Mokolo Dam Nature Reserve (X1 Post), (Re-advertisement)
 : Mphaphuli Nature Reserve (X1 Post), (Re-advertisement)
 : Nwanedi Nature Reserve (X2 Posts), (Re-advertisement)
 : Rust de Winter Nature Reserve (X1 Post)
 : Turfloop Nature Reserve (X2 Posts), (Re-advertisement)
 : Witvinger Nature Reserve (X1 Post), (Re-advertisement)
- REQUIREMENTS** : An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Experience in conservation management programs will be an added advantage. Conservation training certificate / qualification is essential from accredited institution. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and analysis skills. Client orientation and customer focus. Communication skills.
- DUTIES** : Assist with the protection of the nature reserve and its natural resources. Conduct law enforcement operations / programs (nature conservation patrols). Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

- POST 17/254** : **CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C5/26/51 (X3 POSTS)**
 Directorate: Security & Facility Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R144 024 – R169 656 per annum (Level 02)
 : Mopani District: Giyani (X1 Post) (Re-advertisement)
 : Mopani District: Phalaborwa Service Centre (X1 Post)
 : Sekhukhune District: Lebowakgomo (X1 Post)
- REQUIREMENTS** : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. Skills and Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
- DUTIES** : Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 17/255** : **ROOM ATTENDANT REF NO: C5/26/52**
 Directorate: Provincial Protected Areas Management
 Re-advertisements, all applicants who previously applied need to re-apply if interested as the previous applications will not be considered.
- SALARY CENTRE** : R144 024 – R169 656 per annum (Level 02)
 : Lekgalameetse Nature Reserve
- REQUIREMENTS** : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. A housekeeping certificate will be an added advantage. Physically fit. No criminal record. Skills and Knowledge: Ability to work independently and under sustained pressure. Excellent communication and customer relations services skills. Ability to interact with guests and addressing their needs according to job resources. Flexibility in working hours, including weekends and holidays. Time management skills. Ability to complete tasks efficiently and prioritize workload. Must have knowledge of cleaning products and equipment. Ability to execute instructions. Ability to work effectively as part of a team. Adaptability. Be physically fit to perform tasks like lifting, carrying and moving heavy items. Work under extreme weather conditions (cold and hot). People skills. Ability to organise. Service orientation. Decision-making ability. Be self-motivated. Conflict management. Innovation skills.
- DUTIES** : Cleaning tourism facilities, ensuring that guest rooms are properly cleaned, empty waste bins, rooms are properly prepared with clean linen. Clean kitchen, crockery and cutlery. Housekeeping services- remove, wash, iron and store linen properly Guest suppliers are provided and regularly cleaned. Cleaning public areas – all tourist' facilities and surroundings are always clean and ready for use by guests. Always adhere to hospitality standards. Ensure records of stock and amenities. Light bulbs are checked and replaced if necessary. Report damaged items in the guest rooms. Complete hospitality forms from guest. Cleaning of conference halls.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	05 June 2026
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All shortlisted candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za . Only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 16 dated 15 May 2026, the posts of Chief Data Technologist: Information and Knowledge Management (Provincial Office, Mbombela (Nelspruit) with Ref No: MPDoH/May/26/266, Assistant Director: Strategic Planning (Provincial Office, Mbombela (Nelspruit)) with Ref No: MPDoH/Mar/26/305 and Assistant Director: Operational Planning (Provincial Office, Mbombela (Nelspruit)) with Ref No: MPDoH/Mar/26/306, and its closing date of 29 May 2026, respectively, has been withdrawn.

OTHER POSTS

<u>POST 17/256</u>	:	<u>MEDICAL SPECIALIST GRADE 1: FAMILY PHYSICIAN REF NO: MPDOH/MAY/26/754</u>
<u>SALARY</u>	:	R1 395 528 - R1 479 723 per annum
<u>CENTRE</u>	:	Embhuleni Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Physician (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health

and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Family Physician) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Family Physician and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/257 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAY/26/758 (X4 POSTS)**

SALARY CENTRE : R1 041 402 - R1 121 241 per annum

: **Gert Sibande District:**
Piet Retief Hospital (X2 Posts)
Elsie Ballot Hospital (X1 Post)
Standerton Hospital (X1 Post)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of

guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/258 : **PHARMACIST GRADE 1 REF NO: MPDOH/MAY/26/759**

SALARY : R882 816 – R936 987 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/259 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/MAY/26/760**

SALARY : R720 819 – R821 484 per annum
CENTRE : Bethal Town Clinic (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring

adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/260 : **OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): GENERAL UNIT REF NO: MPDOH/MAY/26/761**

SALARY : R571 161 - R654 285 per annum
CENTRE : Bernice Samuel Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to the facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/261 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/MAY/26/762**

SALARY : R571 161 - R654 285 per annum
CENTRE : Msukaligwa Sub-District (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Specialized experience: for the MCWYH stream,

		departments often prioritize candidates who have at least 3 to 5 years of experience specifically within Maternal and Child Health services (e.g., Antenatal Care, PMTCT, and Integrated Management of Childhood Illness). Computer literacy (MS Word, Excel, and PowerPoint) is essential for data analysis and report writing as an added advantage. Valid driver's licence.
<u>DUTIES</u>	:	Program Coordination: Implementing and monitoring MCWYH policies and guidelines across clinics and hospitals. Quality Assurance: Conducting clinical audits and ensuring adherence to the "Ideal Clinic" or "Ideal Hospital" Realization and Maintenance Framework. Data Management: Analysing program indicators (e.g., maternal mortality rates, immunization coverage) to develop Quality Improvement Plans (QIPs). Staff Development: Facilitating training and clinical accompaniment for junior staff and students.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 17/262</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): COMMUNICABLE DISEASES CONTROL (CDC) REF NO: MPDOH/MAY/26/763</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 - R654 285 per annum Msukaligwa Sub-District (Gert Sibande District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Specialized experience: for the CDC stream, departments often prioritize candidates who have at least 3 to 5 years of experience specifically within Communicable Diseases Control services. Computer literacy (MS Word, Excel, and PowerPoint) is essential for data analysis and report writing as an added advantage. Valid driver's licence.
<u>DUTIES</u>	:	As a Clinical Programme Coordinator for CDC, your focus shifts from direct patient care to district or sub-district oversight: Surveillance: Monitoring and analyzing data for communicable diseases (e.g., Measles, Malaria, Meningitis) and reporting NMCs to the district/provincial level. Outbreak Management: Coordinating the response to disease outbreaks, including contact tracing and community screening. Monitoring & Evaluation (M&E): Conducting support visits to clinics to ensure adherence to infectious disease protocols and the Ideal Clinic Realization Framework. Training & Mentorship: Facilitating clinical training for nurses on the management of infectious diseases and new treatment regimens (e.g., Bedaquiline for TB). Reporting: Compiling monthly and quarterly performance reports against Annual Performance Plan (APP) targets.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 17/263</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/26/766 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R495 423 – R581 931 per annum Gert Sibande District: Warburton CHC Emthonjeni Clinic Paulina Morapedi CHC
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026). Minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. At least ten (10) of the period referred to above must be appropriate / recognisable experience in the

specific speciality after obtaining the 1-year post-basic qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/264 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/MAY/26/767**

SALARY : R495 423 – R581 931 per annum
CENTRE : Piet Retief Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/265 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: MPDOH/MAY/26/768**
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09), (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Policy / Public Management / Development Studies / Public Administration. as recognized by SAQA. At least a minimum of three (3) years' extensive at supervisory / managerial (Level 7/8) within Strategic Planning, Monitoring and Evaluation Environment. A relevant postgraduate qualification (e.g. in Public Health) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.

DUTIES : Coordinate the planning calendar, templates and internal processes for development and revision of the Strategic Plan and Annual Performance Plan, in line with national and provincial directives and timelines. Consolidate and technically quality-assure programme inputs into draft Strategic Plan/APP and aligned operational/implementation plans. Support alignment across planning instruments to strengthen coherence and traceability of objectives, indicators, targets and interventions. Provide technical guidance to programmes and districts on formulating and refining measurable, consistent indicators and targets aligned to departmental objectives. Contribute to departmental visioning and strategic direction-setting, including preparing technical inputs for strategic sessions. Coordinate and support alignment between strategic/statutory plans and municipal Integrated Development Plans by providing health-sector inputs to municipal/district processes and ensuring departmental priorities are integrated into district/metro planning instruments.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/266 : **ASSISTANT DIRECTOR: OPERATIONAL PLANNING REF NO: MPDOH/MAY/26/769**
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09), (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Development Studies / Health Management / Project Management as recognized by SAQA. At least a minimum of three (3) years' extensive at supervisory / managerial (Level 7/8) within Strategic Planning, Monitoring and Evaluation Environment. A relevant postgraduate qualification (e.g. Public Health, Programme / Project Management) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.

DUTIES : Coordinate operational planning calendar, templates and processes for developing, consolidating and annually reviewing the Department's Annual Operational Plans across programmes and districts, per provincial and national timelines and directives. Facilitate translation of Strategic Plan and APP commitments, ensuring coherence and alignment to departmental priorities. Support integration with resource planning, including human resource implications. Track and review implementation through monitoring engagements, consolidated status updates and identification of bottlenecks

requiring management action. Compile analytical planning and implementation reports for management structures, including EXCO, committees and oversight forums, and provide inputs for quarterly and annual performance reporting. Maintain planning tools, templates and systems, ensuring complete, accurate and consistent data. Coordinate alignment with municipal Integrated Development Plan priorities, translating agreed health commitments into implementable activities.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/267 : **RADIOGRAPHER GRADE 1 REF NO: MPDOH/MAY/26/770**

SALARY : R413 121 - R472 359 per annum
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/268 : **DIETICIAN GRADE 1 REF NO: MPDOH/MAY/26/772 (X2 POSTS)**

SALARY : R413 121 - R472 359 per annum
CENTRE : **Gert Sibande District:**
 Bethal Hospital
 Piet Retief Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2026). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills,

- written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
- DUTIES** : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 17/269** : **HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/MAY/26/773**
- SALARY** : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Nhlazatshe 6 Clinic (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three (03) years' appropriate experience in the field of health promotion. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
- DUTIES** : Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 17/270** : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/MAY/26/775 (X2 POSTS)**
- SALARY** : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate/ Grade 12 plus six (6) years' relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Management as recognized by SAQA with three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer (Level 7). A least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. Skills and competencies: In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits, Administration, Performance Management, Human Resource Development and Skills development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations and 245 Treasury Regulations. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.

<u>DUTIES</u>	:	Co-ordination and compilation of reports regarding the filing of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development system: Conduct performance midterm reviews and annual performance assessment of staff. Ensure compliance and effective implementation of employment equity and skill development. Facilitate processing of pension benefits and leave payouts. Create and maintain the complete and accurate Human Resource records. Approve PERSAL Transactions captured. Utilize resources effectively, adhere to Batho Pele Principle and service standard.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 17/271</u>	:	<u>HEALTH INFORMATION OFFICER REF NO: MPDOH/MAY/26/776</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08), (plus service benefits) Gert Sibande District Office, Ermelo Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree (NQF Level 6/7) in Statistic / Information Management as recognized by SAQA with three (3) relevant experience. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.
<u>DUTIES</u>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 17/272</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/MAY/26/777</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum, (plus service benefits) Carolina Hospital (Gert Sibande District) Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Knowledge of legal framework and any other policies. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement,

projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/273 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/MAY/26/795 (X18 POSTS)**

SALARY CENTRE : R337 359 – R397 392 per annum
 : **Gert Sibande District:**
 Amajuba Memorial Hospital (X1 Post)
 Bethal Hospital (X1 Post)
 Embhuleni Hospital (X1 Post)
 Piet Retief Hospital (X3 Posts)
 Mooiplaas Clinic (X1 Post)
 Vukuzakhe Clinic (X2 Posts)
 Nhlazatshe Clinic (X2 Posts)
 Paulina Morapedi CHC (X1 Post)
 Sakhile Clinic (X2 Posts)
 Nthoroane Clinic (X1 Post)
 Morgenzon Clinic (X1 Post)
 Elsie Ballot Hospital (X1 Post)
 Ermelo Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/274 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/MAY26/797 (X2 POSTS)**

SALARY CENTRE : R275 340 – R310 422 per annum
 : **Nkangala District:**
 Ezamokuhle Clinic
 MN Cindi (Thussiville) Clinic

REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2026). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management

		skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 17/275</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: PLUMBER REF NO: MPDOH/MAY/26/798</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 – R281 172 per annum
	:	Amajuba Memorial Hospital (Gert Sibande District)
	:	Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Plumbing. Valid driver's licence. Knowledge and experience of painting repairs, maintenance, and new paint works. Knowledge of painting codes and standards. Knowledge of Occupational Health & Safety Regulation. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed. Requirements and skills: Proven experience as a plumber. Excellent knowledge of plumbing material and how to select, mix and apply them. Solid knowledge of commercial and/or construction plumbing techniques. Aptitude in using appropriate tools. Good basic math skills. Manual dexterity with excellent balance to work on scaffolding, ladders etc. Conscientious with great attention to detail. High school diploma; successful completion of an apprenticeship. Frequently asked questions.
<u>DUTIES</u>	:	To maintain the plumbing at Health facilities by inspecting and undertaking plumbing jobs including reporting thereon. Preparation and Plumbing of Health facilities. Preparation and Repairs and maintenance of Plumbing to Health facilities. Identifies sources of plumbing deterioration and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains accurate records on materials and labour used. Maintains inventory of tools. Equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

- 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** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/276** : **STATE VETERINARIAN: PCR PROCEDURES/ RESIDUES AND TOXICOLOGY VETERINARY SERVICES (STELLENBOSCH) REF NO: AGR 25/2026 ORGANISATION**
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), all-inclusive salary package
: Department of Agriculture, Western Cape Government
: An appropriate BVSc/ BVMCh qualification; Registration as a Veterinarian with the S.A Veterinary Council; A minimum of 1-year post-qualification experience; A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Managing technical personnel, Special interest poultry pathology and disease diagnostics; Interest in molecular biology, toxicology and clinical pathology; Animal diseases especially the macro- and microscopic pathology of diseases (veterinary pathology); Laboratory diagnostics in all disciplines with emphasis on infectious diseases and zoonoses; Advising on control, treatment and prevention of animal diseases diagnosed; Monitor the health of sheep and or chicken flock at the laboratory, including treating sick animals and preventative treatment e.g. vaccinations; Personnel management and supervision for technical staff in laboratory sections; Laboratory information management systems (LIMS); Management skills required for the supervision of the laboratory sections including advice and guidance regarding the purchases of reagents and other requirements, within the allocated budget; Principles of a quality management system based on ISO/IEC 17025; Above average verbal and written communication skills; Computer literacy in Microsoft Office; Organisational skills, practical, precise and ability to work independently and as part of a team; Ability to perform full post mortem examination and to recognize and interpret post mortem lessons.
- DUTIES** : Responsible to render a Veterinary Laboratory Diagnostic service; Populate data bases (e.g. LIMS) to provide veterinary statistics for national and international planning; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory service.
- ENQUIRIES** : Dr G Msiza Tel No: (021) 808 5001
- POST 17/277** : **CELLAR TECHNOLOGIST: AGRO-PROCESSING SUPPORT (ELSENBURG) REF NO: AGR 02/2026**
- SALARY** : R338 106 – R398 277 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	<p>: Department of Agriculture, Western Cape Government</p> <p>: An appropriate 3-year National Diploma (equivalent or higher qualification) in Oenology; A valid Integrated Production of Wine (IPW) certificate; A valid Code C1 (or higher) driving license with a valid Professional Driving Permit; A valid Forklift license; A minimum of 1 year relevant winemaking experience. Competencies: Working knowledge and understanding of the following: The production of wine, different wine styles (brandy, port, sherry, rose, white, red, sweet, Cap Classique). This should include grape ripeness monitoring, grape receive with pressing and destemming equipment, alcoholic fermentation in various vessels of stainless steel, amphora, terra cotta and oak, conducting malolactic fermentation, filtration of wine, and all relevant wine analysis during the various winemaking processes; Able to perform all relevant and important laboratory techniques (Volatile acidity, pH, titratable acidity, residual sugar, sulphur dioxide); Full operation of a wine cellar. Skills in the following: Good communication and information management skills; Good interpersonal skills; Training and presentation skills; Planning and organising skills; Project management; Innovating and creative thinking; Problem solving and decision making.</p>
<u>DUTIES</u>	<p>: Liaise with winemaker on servicing of cellar equipment under supervision; Liaise with and assist assistant winemaker and winemaker to facilitate cellar administration such as WineMS / SAWIS and stock take; Ensure the stock of the chemical store is up to date and order as necessary; Assist the Cellar Manager with human resource management administration; Assist with general administration of the cellar; Assist the Cellar Manager with the implementation of the cellar wastewater; Provide assistance with implementation of pre-harvest program; Continuous evaluation of the functioning of wine machinery equipment and ensuring the on-time servicing thereof; Provide assistance to the winemaker during harvest by means of: coordination of harvesting dates and production process of all wine styles produced; Provide assistance with stability of wines, filtration and bottling of wines; Provide assistance to winemaker in terms of quality management of the wines by means of administration and coordination of wine analysis through SAWIS and IPW; Ensure accreditation systems of the cellar are in place and according to SA Wine Industry standards; Provide assistance to winemaker in terms of wine laboratory practical's with students; Provide assistance with administration, services and purchases for wine cellar; Experience in a wine cellar working with the production of wine; Relevant experience with IPW accreditation; Practical experience with WineMS, SAWIS, SARS (including both VMP and SVM warehouses); Experience with winery equipment such as sorting tables, weighing scales, peristaltic pumps, presses, crushers and destemming equipment, filtration units, and servicing of such equipment; WSET Level 2; Able to perform all relevant laboratory techniques; Training / practical experience in WineMS / SAWIS / SARS and IPW.</p>
<u>ENQUIRIES</u>	<p>: Ms L Geldenhuys Tel No: (021) 808 5483</p>
<u>POST 17/278</u>	<p>: <u>ADMINISTRATIVE OFFICER: AGRICULTURAL PARTNERSHIP FOR YOUTH DEVELOPMENT (ELSENBURG) REF NO: AGR 17/2026</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R338 106 – R398 277 per annum (Level 07)</p> <p>: Department of Agriculture, Western Cape Government</p> <p>: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience; 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: Working knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; knowledge of working procedures in terms of the working environment; Disciplinary code and procedures; People management; Skills in the following: Networking and presentation; Communication (written and verbal); Planning and organising; Analytical; Database management; Report writing; Interpersonal skills; Problem solving.</p>
<u>DUTIES</u>	<p>: Coordination agricultural partnership for youth development projects and internship; Administer internships, and the Agricultural Partnership for Youth Development and Internship and bursaries programmes; Perform administrative functions; People Management.</p>
<u>ENQUIRIES</u>	<p>: Mr J Constable Tel No: (021) 808 5044 / Ms I Stander Tel No: (021) 808 5448</p>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- 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** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/279** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DEDAT 19/2026**
- SALARY CENTRE** : R487 197 - R573 897 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System). Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project management; Accounting, finance and audit.
- DUTIES** : Collection and recording of revenue: Cashier, banking service and electronic payments; Debt management; Monitoring and reporting on revenue; Expenditure management: Compensation of employees; Goods and services; Transfers and subsidies; Reporting; Supervise employees to ensure an effective financial accounting service.
- ENQUIRIES** : Ms M Abrahams Tel No: (021) 483 9138
- POST 17/280** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 20/2026**
- SALARY CENTRE** : R413 001 - R486 501 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government.
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year administrative experience. Competencies: Working knowledge of the following: Public Finance Management Act; Supply Chain Management; Financial Management; Procurement prescripts. Skills needed: Communication (written and verbal) skills; Report writing skills; Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Excellent report writing, Organising and Planning; Problem Solving; Analytical.
- DUTIES** : Provide the following services: Demand management, Acquisition management, Contract management, Logistics and payments, Filing and database management; General administration.
- ENQUIRIES** : Ms J Davids Tel No: (021) 483 9148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- 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** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/281** : **CONTROL ENVIRONMENTAL OFFICER: POLLUTION PREVENTION AND REGULATORY SERVICES (POLLUTION AND CHEMICALS MANAGEMENT) REF NO: EADP 10/2026**

- SALARY CENTRE** : Grade A: R636 978 - R728 646 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

- REQUIREMENTS** : An appropriate 4-year B-degree/honors (equivalent or higher qualification) in environmental management, natural or physical sciences, or engineering; a minimum of 6 years' relevant experience in environmental management; a valid (Code B or higher) driving license. Competencies: Knowledge, proven experience, and understanding of the following: The National Environmental Management Act as well as pollution management-related guidelines, policies and best practices; Environmental management, especially related to integrated pollution management and application of environmental legislation; The functioning and responsibilities of the three spheres of government as it pertains to environmental pollution management. Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA); Financial Management and public procurement prescripts and processes; Human resource management; Methodologies and techniques for the evaluation and monitoring of pollution impacts; Skills in the following: Supervision of staff; numeracy; computer literacy in the MS Office package (Word, Excel, PowerPoint, etc.); communication skills (written and verbal), including presentation skills; report writing; planning and implementation; project planning and management; data analysis; analytical and creative thinking to address complex environmental challenges; research; and time management.

- DUTIES** : Implement pollution case management, including investigation, compliance monitoring, and stakeholder engagement; manage and administer financial and human resources and provide strategic inputs into business planning; actively engage, support, and provide input into transversal initiatives and forums relevant to pollution and chemicals management, including implementation of the Western Cape Sustainable Water Protection Plan; and manage and provide specialist comment on various legislation, policies, norms and standards, EIAs and action plans, etc. in terms of avoiding or minimizing pollution impacts on the environment.

- ENQUIRIES** : Ms Catherine Bill Tel No: (021) 483 2760

- POST 17/282** : **STATE ACCOUNTANT: BANKING REF NO: EADP 08/2026**

- SALARY CENTRE** : R413 001 - R486 501 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 1 year of experience in a related field. Competencies: Knowledge of the following: Have a strong financial background specifically in public sector finance. Have a good understanding of the Public Finance Management Act as well as the Treasury Regulations and Finance Instructions; Knowledge and understanding of relevant National and Provincial legislation, policy prescripts, regulations, standards and procedures; Knowledge of transversal public sector accounting systems; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes, and systems. Skills in the following: Numeracy, literacy, language skills, Accounting, Finance and audit, information technology, Formal training, financial analysis, computer literacy (MS Office Package), data analysis skills, and people skills.
- DUTIES** : Ensure fund requisitions, cash flow, transfer and revenue payments, and bank reconciliation are performed. Oversee the cashier function, storing & safeguarding of face-value forms, financial records, and reconciliation of the revenue register. Maintenance of the principal ledger accounts and clearing of online bank transactions; supervisory tasks.
- ENQUIRIES** : Mr E Van der Merwe Tel No: (021) 483 3369

POST 17/283 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): DEVELOPMENT MANAGEMENT REGION 3, REF NO: EADP 09/2026**

SALARY CENTRE : R357 597 - R395 352 per annum, (OSD as prescribed)
 : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary National Diploma/B-Degree in Environmental Management, Natural or Environmental Sciences or related field; registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered; or meets the requirements for registration and have either already applied for registration and paid the prescribed application and registration fee (appointment will be conditional to actual registration with EAPASA by a specified date) A valid driving license (Code B or higher). Competencies: Knowledge in the following: Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments; Methodologies for the evaluation of environmental management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems; practical implementation of environmental legislation, policies, norms, and guidelines; integrated environmental management; EIA process applicable in the Western Cape. Skills needed: Literacy; Computer Literacy (MS programs); Information technology (GIS tools, etc.); Language proficiency (at least two of the three official languages of the Western Cape Province); Communication, project management, report writing, analytical skills, and time management.

DUTIES : Maintain quality and productivity with regards to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regards to the processing of post-decision reports and applications, for example, amendment applications, Environmental Audit reports and ECO reports; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects; Qualifications with respect to environmental management, natural or environmental sciences or related field.

ENQUIRIES : Mr D Swanepoel Tel No: (044) 814 2008

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.

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

CLOSING DATE : 05 June 2026, 17:00 PM

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the POST 16/309: Professional Nurse Grade 1 To 3 (General) (FAMILY Medicine) (X3 Posts), George Regional Hospital, Salary Grade 1: R337 359 per annum, Grade 2: R411 978 per annum, Grade 3: R495 423 per annum Centre: George Regional Hospital, advertised in the Public Service Vacancy 16 dated 08 May 2026 with Ref No: Post 16/309 has been cancelled.

OTHER POSTS

POST 17/284 : **DEPUTY DIRECTOR: GRADE 1 RADIOGRAPHY (MEDICAL IMAGING SERVICES)**
Directorate: Health Technology

SALARY : Grade 1: R1 087 263 per annum, (A portion of the package can be structured to meet the individual's needs).

CENTRE : Goodwood, Cape Town, Western Cape

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Radiographer. Registration with Professions Council: Registration with the HPCSA as a Radiographer. Experience: A minimum of 3 years' appropriate experience after registration with HPCSA as a Radiographer. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel within the province. Physically fit and able to perform on-site inspections of related medical imaging infrastructure and equipment. Competencies (Knowledge and Skills): Strong leadership, managerial, and organizational skills, with proven ability to coordinate multi level radiographic services and provide strategic and operational direction. Planning and analytical skills, including strategic, operational, and contingency planning, as well as the ability to monitor, evaluate, and improve service delivery performance. Effective problem solving and decision-making skills, with the ability to work independently, adapt to changing healthcare environments, and resolve complex service delivery challenges. Excellent communication and interpersonal skills, including consultation, negotiation, facilitation, presentation, and stakeholder engagement at institutional, regional, and provincial levels. Quality assurance and information management skills, including the ability to analyse service data, generate management statistics, establish performance indicators, and support evidence-based decision making. Computer literacy and reporting skills relevant to management, monitoring, and evaluation of radiographic medical services. Knowledge of medical imaging related regulations/policies/acts, etc. such as SAHPRA, National Health Act, OHSA Computer Literacy (Ms. Word, PPT, Excel, Copilot, etc.)

DUTIES : Provide strategic and operational leadership for provincial radiographic medical services, including the development, implementation, and monitoring of strategic, operational, and service delivery plans aligned with national and provincial health priorities. Coordinate, advise, and support health institutions and regions on best practice radiographic service delivery, including the planning, commissioning, upgrading, and optimisation of radiographic departments and services. Ensure effective governance and regulatory compliance through the development, implementation, and monitoring of relevant legislation, policies, protocols, and guidelines, including radiation protection, occupational health and safety, and patient safety standards. Monitor, evaluate, and improve service quality and performance by conducting service delivery assessments, satisfaction surveys, analysing trends, implementing corrective interventions, and ensuring compliance with norms and standards. Provide expert technical advice on radiographic equipment acquisition, maintenance, and lifecycle management, including support to supply chain processes, tender specifications, and equitable distribution of resources. Engage and liaise with key stakeholders at institutional, regional, provincial, and national levels, including engineering and technical support services, to ensure integrated and sustainable radiographic service delivery.

- ENQUIRIES** : Ms Z Zigayi, email: Ziyanda.Ziygayi@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.
- POST 17/285** : **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Du Noon Community Day Centre, Southern/Western Sub-Structure
REQUIREMENTS : 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 Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to tutor staff. Valid Driver's License (Code B/EB or equivalent). Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, interpersonal and conflict handling skills, and computer literacy.
- DUTIES** : Effective medicine supply management (procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community-based platform. 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 by implementing provincial policies. Compile and update Standard Operating Procedures. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.
- ENQUIRIES** : Mr R Hall Tel No: (021) 200-4501
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical/ written and oral assessment.
- POST 17/286** : **REGISTRAR (MEDICAL): FAMILY MEDICINE (X4 POSTS)**
 Chief Directorate: Metro Health Services
 (4 Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Metro East Training complex: Stellenbosch University
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 Medical Practitioner (Independent Practice). Inherent requirements of the job: A valid (code B/EB) driver's license. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Strong interpersonal and time-management skills. Good interpersonal and time-management skills. Ability to work effectively within a multidisciplinary team. Appropriate experience in South African District Health Services.
- DUTIES** : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports. Support leadership and quality improvement initiatives within healthcare services.
- ENQUIRIES** : Dr W Viljoen Tel No: (021) 852-4700
NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of four (4) years. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position as personal and they are entitled to pay progression. It may become necessary to second or transfer

staff to another hospital or institution during their training period; staff will be consulted prior to any such decision being implemented. Registrars will function across health facilities as per an agreed programme, including rotations within an assigned training complex (Helderberg Hospital, Eerste River Hospital, Tygerberg Hospital, Karl Bremer Hospital, Khayelitsha CHC, Kraaifontein CHC, Delft CHC, Elsies River CHC and primary healthcare clinics). Employees in service who elect to retain pension benefits will be required to resign upon completion of registrarship should they not be appointed to an advertised Specialist post. Applicants must indicate whether they have any bursary obligations. The Department of Health subscribes to the principles of Employment Equity. Candidates with disabilities are encouraged to apply. Specific Registrar posts will be identified under the Affirmative Action programme to ensure representivity in line with applicable procedures. Preference will be given to South African citizens or permanent residents with a valid identity document. Applicants with temporary residence status will not be considered. Registrars will be required to register as postgraduates with the University of Stellenbosch in accordance with the discipline's yearbook and guidelines. Should registration with the Higher Education Institution (HEI) as a student be discontinued for any reason, the Registrar appointment will automatically terminate. Candidates who are not in possession of the stipulated registration requirements may apply on condition that proof of application and payment of prescribed registration fees to the relevant council are submitted on or before the interview date. This concession applies only to first-time registrations or change in registration status.

POST 17/287

: **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District

SALARY

: Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

: Wellington CDC
: 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: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding health care colleagues in managing difficult PHC cases.

DUTIES

: Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post.

- Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
- ENQUIRIES** : Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager Tel No: (021) 877-400
- 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).
- POST 17/288** : **DEPUTY DIRECTOR: PACS/RISK (E HEALTH CLINICAL SYSTEMS)**
Directorate: Information Technology
- SALARY** : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in clinical information systems, health informatics, or information management. Appropriate experience managing and leading clinician-facing digital health systems and programmes. Proven experience in the implementation and operational management of clinical systems and/or specialised clinical platforms. Appropriate experience managing complex clinical workflows, interoperability, and healthcare standards in a regulated environment. Proven experience in project and programme management across the full system lifecycle, including procurement, implementation, and operational support. Experience working within the public health sector or similarly regulated healthcare environments. Inherent requirements of the job: In-depth knowledge of clinical workflows, particularly within diagnostic and specialist clinical services. Strong understanding of digital imaging systems, PACS/RIS/VNA and related clinical technologies. Knowledge of international healthcare interoperability standards. Ability to work closely with clinicians, technical teams, vendors, and governance structures. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong clinical systems and health informatics knowledge. Project and programme management expertise in clinical IT environments. Knowledge of IT, clinical and medico-legal governance frameworks. Experience with SCM, contract management, and SLA oversight. Excellent stakeholder engagement, communication, and negotiation skills. Strong analytical, problem-solving, and decision-making abilities. Ability to lead multidisciplinary teams in complex, high-risk environments.
- DUTIES** : Lead and manage the eHealth Clinical Systems programme, including clinician-facing digital health initiatives mandated by the executive. Oversee the planning, implementation, and operational management of PACS, RIS, VNA and other specialised clinical systems. Apply and enforce IT, clinical, and medico-legal governance across all eHealth clinical projects and operations. Manage procurement, contracts, and service level agreements in collaboration with SCM, SITA, and strategic partners. Ensure compliance with national and provincial policies, healthcare standards, and regulatory requirements. Provide strategic input into the digital health strategy, clinical interoperability, analytics, and innovation initiatives (including AI-enabled clinical solutions). Lead, manage, and develop the eHealth Clinical Systems team, including performance management, capacity building, and succession planning. Manage budgets, financial controls, and reporting for the eHealth Clinical Systems portfolio. Act as a key liaison between IT, clinical services, governance structures, and external partners. Collaborate with the broader IT ecosystem stakeholders and managers to implement departmental digital strategy.
- ENQUIRIES** : Ms N Dlamini Tel No: (021) 483-8945
- NOTE** : No payment of any kind is required when applying for this post.

POST 17/289 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (WARD 5A & 5B MALE ADMISSIONS)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Valid code (B/EB) drivers' licence. Willingness to work shifts, after hours, public holidays, day or night and standby duties. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Computer Literacy in the MS package (Wors, Excel and PowerPoint). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate experience working with in the Acute Psychiatric Services.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Mr ST Mndende Tel No: (021) 370 -1400 / Mr M Banzi Tel No: (021) 370 -1248
NOTE : No payment of any kind is required when applying for this post.

POST 17/290 : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District

SALARY : R720 819 per annum
CENTRE : **Swartland Sub-district:**
Malmesbury CDC (X1 Post)
Moorreesburg Clinic (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year

post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Oversee Satellite Clinics and mobile health services. Willingness to work overtime when necessary and willingness to support other clinics in the Sub-district. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards compliance Good organizing skills. Computer literacy (MS Word and Excel). Good interpersonal and communication skills.

DUTIES : Effective and holistic management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Effective management and execution of integrated Child Health and Youth Services including school health services. Effective management and execution of integrated maternal & woman's health services according to the guidelines. Effective management and execution of integrated HAST services. Provide holistic management and leadership in the PHC facilities and coordinate mobile services.

ENQUIRIES : Mr. RA Christoffels Tel No: (022) 482-2729

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

POST 17/291 : **CHIEF PHYSIOTHERAPIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R598 260 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPCSA as a Physiotherapist. Experience: A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Willingness to work overtime. Competencies (knowledge/skills): Appropriate, extensive clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital setting with appropriate experience in Neurology, Neurosurgery, Orthopaedics, Cardiopulmonary and intensive care. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership and organisational skills.

DUTIES : Promote, manage and develop physiotherapy services at DP Marais and Brooklyn Chest Hospitals including mobility, strength and endurance, neuro rehabilitation and chest physiotherapy. Assist in the management, policy formation, strategic planning process of unit and Physiotherapy Department, and deputize for the head of Department when required. Supervise and develop personnel in the team, including mentoring physiotherapist at a more junior level and undertaking quarterly evaluations for staff. Manage physical and human resources in the unit and co-ordinate all administrative activities regarding the patients in the unit. Supervise, train and co-ordinate student placements; undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Dr JT Riele Tel No: (021) 508-7446

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

POST 17/292 : **OPERATIONAL MANAGER NURSING (GENERAL) (MEDICAL PAVILION)**

SALARY : R571 161 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. 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 as Professional Nurse with the SANC in General Nursing. Inherent

requirements of the job: Perform after-hour, weekend and public holiday duties for the department and the hospital. Night duty hospital allocation as required. Competencies (knowledge / skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal / communication skills. Ability to function independently as well as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure Effective communication, interpersonal, leadership, decision making and conflict resolution skills Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Able to cope well under pressure.

DUTIES : Motivate, encourage and lead all nursing teams positively. Effectively manage financial, and human resources in all aspects of the job description. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances.

ENQUIRIES : Ms A Moodley Tel No: (021) 404-2074
NOTE : No payment of any kind is required when applying for this post.

POST 17/293 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
 Overberg District

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Theewaterskloof Sub-district, PHC Support and Outreach
REQUIREMENTS : Minimum Education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a 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 in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.

DUTIES : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.

ENQUIRIES : Ms H Human Tel No: (028) 814-3717
NOTE : 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 Advanced Psychiatric Nursing Science or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing.

- POST 17/294** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEPHROLOGY)**
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Nephrology or Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4 year Bachelor Degree in Nursing (R174) or (R171) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult) or Nephrology. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate within Nephrology unit. Ability to lift and turn patients, stand for long hours and lift heavy equipment. 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.
- DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional nurse in Nephrology. 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 trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.
- ENQUIRIES** : Ms R Sutcliffe Tel No: (021) 404-2092
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the 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 or post-graduate qualification in the relevant specialty.

- POST 17/295** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU ORGAN TRANSPLANT COORDINATOR)**
- SALARY** : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General (R212) or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows

registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Critical Care Nursing (Adult). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Must be prepared to be on call. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight related Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organizational skills and the ability to function under pressure.

DUTIES : Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Organ transplant unit. Effective management of cadaver and familial organ donor patients. Effective liaising with all relevant stake holders within the organ transplant team. Effective utilisation of human and financial Resources to ensure optimal operational function in the area. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404-2092
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 or post-graduate qualification in the relevant speciality.

POST 17/296 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (X4 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Khayelitsha CHC (X1 Post)
 Nolungile CDC (X1 Post)
 Mfuleni CDC (1 Post)
 KESS (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid driver's licence. Willingness to work overtime when necessary. Willingness to provide outreach services. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education,

- training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
- DUTIES** : Provide and perform clinical nursing practice in accordance with the scope of practice and nursing standards for PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Participate in research activities.
- ENQUIRIES NOTE** : Mr DB Grootboom Tel No: (021) 360 5247
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 17/297** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (NEURO CLINIC)**
 Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum
- CENTRE REQUIREMENTS** : Lentegour Hospital
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse 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 in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Must be prepared to assist in all departments according to operational requirements.
- DUTIES** : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES NOTE** : Ms R Venter Tel No: (021) 940-4424
 : 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).

POST 17/298

: **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum
: Stikland Hospital
: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Public Financial Management and Supply Chain Management. Appropriate working experience in BAS; LOGIS, Vulindlela and the ePS. Appropriate financial management and supervisory experience. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Advanced computer literacy in Microsoft Office. Advanced skills in managing BAS; LOGIS and related administrative processes like Budget Management and the Management of Assets & Liabilities. Sound knowledge of all prescripts governing and applicable to Finance and Supply Chain Management within the Public Health environment. Sound knowledge of the PMFA, Treasury Regulations &, DOH & Wellness financial prescripts & management systems, the Western Cape Accounting Officer (AO) system and other prescripts, the Western Cape Health Facilities Boards Act & Regulations. Strong managerial; leadership and supervisory experience and skills in managing a multidisciplinary finance team. Excellent communication skills (verbal and written).

DUTIES

: Monitor compliance with financial prescripts and provide support in the coordination of policies, internal controls and improve processes. Management of the Hospital Facility Board, administration and related. Ensure effective and compliant supply chain management processes in line with PFMA and related regulations and prescripts. Manage procurement, demand, acquisition, contract management, asset management and inventory control functions. Management of BAS/LOGIS payments and Mini Contracts. Ensure accurate Asset & Liability management. Implement, effective controls to ensure audit compliance and good governance, monitor and adjust as required. Effectively coordinate year-end closure (AFS) and interim financial statements Scrutinise and carefully prepare files for audit purposes. Effective management of People Management resources including Human Resource Planning, R&S, Training & Development, building strong teams and fostering team cohesion and where necessary discipline and consequence management.

ENQUIRIES

: Mr N Walters Tel No: (021) 940-4404

NOTE

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

POST 17/299

: **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
West Coast District

SALARY

: Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE
REQUIREMENTS

: Sonstraal Transitional Care Hospital, Paarl
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-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. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. A Minimum of 11 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. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of SA qualified employees. 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: Valid (Code B/EB) driver's license. Willingness to rotate within the Sub-Structure and perform relief duties. Competencies (knowledge/skills): Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work independently and in a multi-disciplinary team with excellent interpersonal skills and communication skills Innovative and analytical thinking and the ability to initiate, coordinate, manage and sustain programs, (Knowledge of Community Orientated Primary Care), sound knowledge of relevant national, provincial legislation and Health Care 2030. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Delivery of optimal outcomes-based interventions to patients in the WCTBC (Sonstraal and IDH) according to occupational therapy principles and protocols. Mobility and assistive device services rendered in the facility, to be involved in research projects at the institution. Facilitation of training for health personnel, clients, their families, volunteers and inter-departmental personnel, liaise and collaborate with stakeholders. Perform administrative tasks relating to department and skills development and training for Occupational Therapist.

ENQUIRIES : Dr W Oosthuysen Tel No: (021) 815 8344
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency 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).

POST 17/300 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3: CLINICAL PHARMACOLOGY**

SALARY : Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Medical Technologist in Clinical Pharmacology. Registration with the Professional Council: Registration with the HPCSA as a Medical Technologist in Clinical Pharmacology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Medical Technologist (Clinical Pharmacology) 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: Perform after hours, weekend and public holidays as required. Competencies (knowledge/skills): Trained and qualified in laboratory techniques, with recent appropriate experience and close attention to detail. Strong knowledge of the laboratory quality management systems and regulatory frameworks. Excellent interpersonal skills and effective communication Trained and qualified in ISO 15189 with work experience in an accredited laboratory. Knowledge about routine drug analysis and the importance of patient management. Excellent knowledge and skills in use and maintenance of laboratory equipment. Ability to work in a team

		and independently. Proficiency in the management system implementation and Microsoft Office Suite.
<u>DUTIES</u>	:	Specimen receipt and handling. Performance of TDM assays. Electronic data capture (DISALAB) and clinician interface. Maintenance of the IQC programme. Instrument and Equipment Maintenance. Specialised assays – Sample receipt and handling. Assistance with stock management.
<u>ENQUIRIES NOTE</u>	:	Prof P Sinxadi Tel No: (021) 406-6008
	:	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)".
<u>POST 17/301</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (OCCUPATIONAL THERAPY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stikland Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the 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 is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of providing intervention for clients with mental health challenges. Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Computer literacy.
<u>DUTIES</u>	:	Provide evidence based Clinical Service within a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatments plans within allocated areas. Administration related to clinical service delivery. Ensure effective resource management and general administration tasks. Student supervision and training. Management of events and projects advocating for mental health services.
<u>ENQUIRIES NOTE</u>	:	Ms Y Louw Tel No: (021) 940-4590
	:	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 a change in registration status).

- POST 17/302** : **PRINCIPAL TELECOM OPERATOR**
- SALARY** : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, e-mail). Excellent written and verbal communication skills. Leadership capabilities, managerial and organisation skills. Ability to function individually and as part of a team. Understanding the switchboard process. Appropriate knowledge and experience in Switchboard operations. Experience: Appropriate experience with electronic switchboards and paging systems, including AC WIN and MAN 3000 Expense Manager. Appropriate supervisory experience.
- DUTIES** : Overall Management of the Telecommunications component, responsible for all technical matters, including Budget control, expenditure, and ensuring effective Human Resource Management. Accurate and timeous reporting as per requirements and compiling of switchboard statements. Knowledge of disciplinary procedures and staff performance management. Provide effective and efficient assistance and support to clients, personnel, management and supervisors.
- ENQUIRIES** : Ms M February Tel No: (021) 938 5295
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical assessment.
- POST 17/303** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R338 106 per annum
CENTRE : Nyanga Community Day Centre
REQUIREMENTS : Minimum Education qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in support services. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies knowledge/skills): Knowledge and understanding and experience in LOGIS as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Word and Excel).
- DUTIES** : Manage the allocated budget, assist with expenditure, administration and revenue management. Manage the Supply Chain section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Manage the support to Assistant Manager Nursing and Community Day Centre. Render assistance to Facility Management. Human Resources control and management.
- ENQUIRIES** : Ms P Mgqaliso Tel No: (021) 831-0882
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.
- POST 17/304** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R338 106 per annum
CENTRE : Goodwood CDC
REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate administrative experience in a health facility. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Willingness to rotate within the geographical PHC facilities within the NTSS when operationally required. Competencies (knowledge/skills): Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Advance computer literacy (MS Word, Excel, Power point and Outlook). Good interpersonal and communication skills. Knowledge and understanding of PERSAL, Logis, ESL, Bas, PHCIS, or any computerized accounting and logistic system as well as knowledge and experience of budgetary aspects.
- DUTIES** : Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions, performance management of your subordinates, (HRM,) Human Resource Development (HRD) and Labour Relations, Supply Chain Management (Logis) ESL,

Finance, Information Management and General office administration. Interact and liaise with clinical staff and operational managers with regard to administration support, ensure compliance with Quality Assurance, IPC/ OHS and Ideal Clinic and OHSC. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste Management, Sanitary Bins and Pest Control. Supervisor to Housekeeper and Cleaning staff, Logis Clerk, Information management and Admin Support. Ensure correct procedures with regard to asset management, GG vehicles (act as transport officer). Manage the allocated budget, assist with expenditure, administration, and revenue management. Liaise with workshop for maintenance, reports of facility and grounds.

- ENQUIRIES** : Ms R Rula Tel No: (021) 827-9120
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/305** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (MEDICAL WARD)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) 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: Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts and after-hours hospital cover including weekends, public holidays, night duty and overtime as the need arises. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
- ENQUIRIES** : Ms M Dubru-Shunmugam Tel No: (021) 7991125, e-mail address: Mary.Dubru@westerncape.gov.za
- 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 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)".
- POST 17/306** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NEW ACUTE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum

<u>CENTRE REQUIREMENTS</u>	: Grade 3: R495 423 per annum : Stikland Hospital : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Willingness to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy (MS Office, MS Outlook). Good Communication skills. Report Writing skills. Appropriate experience in advanced comprehensive nursing treatment and care to patients in a specialized Mental Health Unit.
<u>DUTIES</u>	: Provision of optimal, holistic nursing care with set standards and within a professional/legal and ecosystem framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
<u>ENQUIRIES NOTE</u>	: Ms V Buys Tel No: (021) 940-4424 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 17/307</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY MEDICINE) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R337 359 per annum : Grade 2: R411 978 per annum : Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	: George Regional Hospital : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Overtime as requested and rotate within departments (excluding maternity ward) as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LA Campbell Tel No: (044) 802-4371

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject 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).

POST 17/308 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CBS TRAINER)**
Chief Directorate: Metro Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Khayelitsha Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid driver's (Code B/EB) licence. Appropriate training/facilitation experience. Willingness to travel extensively in the Sub-structure. Competencies (knowledge/skills): Good communication skills (written and Verbal). Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in (Ms. Excel, Word and PowerPoint) and MS Outlook. Proficiency in report writing.

DUTIES : Plan, coordinate, facilitate and teach the integrated formal training programme developed for the Community Health Workers to address wellness in communities. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) of the Community Health Workers, patient care assistants, community residential care workers. Conduct, monitor and evaluate all training activities offered to Community Health Workers. Support other professional nurse training initiatives of the NPO outreach team leaders according to needs identified of the district. Facilitate and compile relevant training related reports and other administrative duties with involvement of all stakeholders.

ENQUIRIES : Dr S Mokitimi Tel No: (021) 360-4703

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

<u>POST 17/309</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X6 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Bishop Lavis CHC (X1 Post) Goodwood CDC (X1 Post) Morning Star (X1 Post) Kraaifontein PHC (X1 Post) Elsies River (X1 Post) Symphony Way CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) 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 Experience: Grade 1: None. Grade 2: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: 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: Willingness to work after hours. Willingness to rotate within the facility and assist with other PHC clinics in the Sub-structure when there is a need. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of Nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Mr X Mphafa Tel No: (021) 508-4643 (Bishop Lavis) Ms R Rula Tel No: (021) 827-9120 (Goodwood) Ms L Rose-Benjamin Tel No: (021) 829-8330 (Morning Star) Ms I Adriaanse-Fortuin Tel No: (021) 876-2172 (Kraaifontein) Ms G Naude Tel No: (021) 204-9400 (Symphony Way) Ms J Heunis Tel No: (021) 913-0211 (Elsies River)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 17/310</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (X2 POSTS)</u> Chief Directorate: Metro Health Services (Contract until 31 January 2027)
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy in MS Office and Outlook) Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Ms L Marepula Tel No: (021) 826-5830

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 a change in registration status).

POST 17/311 : **ADMINISTRATION CLERK: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the Post. Experience: Appropriate experience in a finance environment. Appropriate experience in Logis and BAS. Competencies (knowledge/skills): Good verbal and written communication skills in at list two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, yet as part of a team. Computer skills in (MS Office: Word, and Excel). Knowledge of PFMA, Finance Instructions Provincial Treasury Regulations and Supply Chain Management processes.

DUTIES : Control, verify, capture journals and report Assets and Liability accounts. Compile and capture payments on BAS and LOGIS. Control, verify and follow up on debt accounts according to prescripts. Management and replenishment of Petty Cash. Reconciliation of supplier's statements. Assist in monthly, IFS and AFS reporting.

ENQUIRIES : Ms A Sithole Tel No: (021) 360-4266, or email: Andiswa.Sithole@westerncape.gov.za

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

POST 17/312 : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient admissions in a hospital environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. Night duty, weekends and public holidays) and overtime on short notice. The incumbent must be willing and able to rotate within the various components of the facility based on operational needs. Competencies (knowledge/skills): Good (written and verbal) communication skills. Computer literacy essential (MS Word, PowerPoint, Excel and Outlook). Knowledge of hospital fees/admissions memorandum Chapter 18, UPFS, HIS.

DUTIES : Patient registration on Clinicom System. Admitting of Inpatients, discharge of patients, transfer of patients. Correct information obtained, correct assessment at the reception point. Deal with written and telephonic enquiries with regard to Patient Admission matters. Responsible for handling and receiving of public money and cash collection to main cashier.

ENQUIRIES : Mr. M Speelman Tel No: (021) 360-4276
NOTE : No payment of any kind is required when applying for this post.

POST 17/313 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT)**
Directorate: Supply Chain Management
(9 Months Contract)

SALARY : R237 453 per annum, plus 37% in lieu of service benefits
CENTRE : Head Office (based at Belville)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation, asset verification, inventory management or consumables support. Inherent requirement of the job: Willing to travel with the Western Cape and stay in nurse homes where applicable. Valid driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (written and spoken). Ability to communicate effectively (written and spoken). Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning, inventory management and consumables processes. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.

DUTIES : Ensure all assets (new and existing) are barcoded as well as barcoding locations for identification purposes. Scan all assets per location using the scanning application and support inventory and consumables review activities at facility level. Using the BI tools, identify assets not verified as well as no-moving or slow-moving inventory and consumables for investigation. Capture all movements, balance adjustments, additions, transfers and donations in respect of assets, and assist with inventory and consumables data clean-up where required. Perform thorough asset verification, inventory spot checks and reviews of stockholding points in each directorate as well as spot checks. Ensure that assets/equipment identified as unserviceable are confirmed for further follow-up and processing. Roll out and maintain asset and inventory applications designed for the Department. Perform an effective Helpdesk service.

ENQUIRIES : Mr J Ruiters, email: Jovan.Ruiters@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 17/314 : **PRINCIPAL OPERATOR (PNEUMATIC TUBE STATION)**

SALARY : R237 453 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum Education qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a health facility. Inherent requirements of the job: The ability to handle heavy equipment. Willingness to work shifts and ability to report for duty at 6:30 (weekends included). The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution system and knowledge of the procedure to report faults of same. Knowledge of safety standards when handling blood products and blood specimens. Computer literacy (Ms Word, MS Excel). The ability to communicate (verbal & written) i.e. good telephone etiquette, interpersonal and communication skills.

DUTIES : Supervise subordinates within the component. Responsible for the operational function of the tube system, reporting defective specimens, budget control, expenditure, and ensuring effective Human Resource Management. Accurate and timeous reporting as per requirements and compiling of reports. Manage disciplinary procedures and staff performance.

ENQUIRIES : Mr. N Meyer Tel No: (021) 938-4125
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical assessment.

POST 17/315 : **ADMINISTRATION CLERK: ADMISSIONS/WARDS**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in healthcare environment. Inherent requirements of the job: Willingness to work shifts. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational and interpersonal skills. Ability to work independently and in a team. Knowledge of Batho Pele Principles and Patient Rights Charter.

DUTIES : Render patient administration services including admissions, transfers and discharges. Maintain accurate patient records and filing systems. Provide general administrative and office support. Handle enquiries professionally. Assist with statistics, reports, stock control and transport bookings. Provide support across Patient Administration areas as required.

ENQUIRIES : Mr W Jacobs Tel No: (021) 918-1208
NOTE : No payment of any kind is required when applying for this post.

POST 17/316 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Southern Western Sub-structure
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate practical experience in Information Management in a health environment. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's). Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook).

DUTIES : Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified. Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct audits at Facilities in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties.

ENQUIRIES : Ms N Van Staden Tel No: (021) 202 0932
NOTE : No payment of any kind is required when applying for this post.

POST 17/317 : **STAFF NURSE GRADE 1 TO 3**
Overberg Health District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Hawston Clinic, Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime. Relieve in all areas in Overstrand Sub-district. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

- DUTIES** : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr L Legolie Tel No: (028) 814-3823
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/318** : **HOUSEKEEPING SUPERVISOR (WARD 7 PSYCHOLOGY GERIATRIC)**
Chief Directorate: Metro Health Services
- SALARY** : R201 093 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends and public holidays when required. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Ability to effectively communicate. Knowledge of linen and stock control. Knowledge of infection control.
- DUTIES** : Responsible for overall control, performing and co-ordinating of tasks related to hygiene, cleaning, and linen services within the ward. Ensure the effective use, maintenance and safe keeping of supplies and equipment. Supervision of household aid /cleaners in the ward. Responsible for all administrative duties associated with supervision. Attend in-service training appropriate to service delivery.
- ENQUIRIES** : Mr K Mhlana Tel No: (021) 940-4424
- NOTE** : No payment of any kind is required when applying for this post.
- POST 17/319** : **TRADESMAN AID (AIR-CON/REFRIGERATION)**
Directorate: Engineering and Technical Support Services
- SALARY** : R170 226 per annum
- CENTRE** : Head Office, Cape Town (Bellville Mobile Workshop)
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the Air-conditioning/Refrigeration field within a workshop environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills.
- DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.
- ENQUIRIES** : Mr A Bingham Tel No: (021) 918-1222
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 17/320** : **PORTER**
Chief Directorate: Metro Health Services
- SALARY** : R144 024 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate working experience in a hospital environment. Inherent requirements of the job: Required to work shifts, weekends and public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills.
- DUTIES** : Ensure and effective porter service to clients and management by safe transporting of patients on trolleys and wheelchairs, within various areas in the hospital, assist with the removal of bodies from wards. Collecting and delivering of blood specimens, blood hampers and patient folders. Maintenance of equipment by ensuring all equipment are taken care of, ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Maintain sound interpersonal Relations by promoting a conducive working environment. Adhere to dress code and code of conduct.

ENQUIRIES : Ms J van der Riel Tel No: (021) 799-1270
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 17/321 : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health

SALARY : R144 024 per annum
CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of employees and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime, and work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations. Ability to accept accountability, responsibility, and to work independently.

DUTIES : Daily transporting of official passengers, post, packages, chronic medication, goods, equipment, and heavy laundry bags, as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr G Moses Tel No: (023) 316-9600
NOTE : No payment of any kind is required when applying for this post.

POST 17/322 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SURGERY) (10 SESSIONS)**
(Contract until 31 March 2027)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Surgery. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Surgery. **Grade 3:** 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 employee) as a Medical Specialist in Surgery. Inherent requirements of the job: Must be willing to work sessional hours after hours, including weekends and public holidays. Competencies (knowledge/skills): Appropriate experience in general surgery. Appropriate experience in emergency upper-Gastrointestinal endoscopy and management of upper-GI bleeding. Ability to work in a team and with all levels of staff. Interest in developing an academic career.

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

ENQUIRIES : Dr G Dunbar Tel No: (021) 799-1211, email: graeme.dunbar@westerncape.gov.za

- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- POST 17/323** : **RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND) (20 SESSIONS)**
Cape Winelands Health District
(Contract until 31 March 2029)
- SALARY** : Grade 1: R337 per hour
Grade 2: R395 per hour
Grade 3: R464 per hour
- CENTRE** : Stellenbosch Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound/Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Ultrasound Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) Driver's Licence and willingness to travel within the Sub-district when the need arises. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to use or learn to use systems eg Clinicom, PHCIS Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal, Doppler, paediatric, gynaecological and abdominal ultrasound studies.
- DUTIES** : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Stellenbosch Hospital. But including abdominal and other studies. Outreach sonography services to clinics in the ecosystem and district as requested. General care of patients as part of a Multi-Disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, mentor and assess colleagues eg midwives, doctors, radiographers. Actively take part in CPD- program, as trainer and learner.
- ENQUIRIES** : Ms Z Boraine Tel No: (021) 808-5801
- 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 with their job application/on appointment. This concession is only applicable on health professionals whom 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)".

POST 17/324 : **PHYSIOTHERAPIST THERAPIST: GRADE 1 TO 3 (16 HOURS PER WEEK SESSIONAL POST)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE REQUIREMENTS : Northern Tygerberg Sub-structure Office
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPSA as Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist 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: Valid (Code B/EB) driver's license. Willingness to do outreach to other PHC Clinics in the Sub-Structure. Willingness to be involved in research projects at the institution. Competencies (knowledge / skills): Appropriate clinical physiotherapeutic skills in assessment and treatment of patients. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, good communication skills (written and verbal), leadership and organizational skills. Computer literate in MS Office (Excel, Word and PowerPoint) and MS Outlook.

DUTIES : Responsible for the rendering of clinical physiotherapy services in various clinical areas. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Mentor Physiotherapist on a more junior level. Manage physical and human resources in a clinical area and co-ordinate all relevant administrative activities regarding the patient's clinical area. Assist the CHC's in the area where needed.

ENQUIRIES : Ms N KassenTel No: (021) 815-8798

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 a change in registration status)". Candidates will be subjected to a practical/oral assessment.

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 15 June 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records

and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/325 : **PERSONAL ASSISTANT: DEPARTMENTAL PERFORMANCE MONITORING AND EVALUATION REF NO: DOI 51/2026**

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : 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. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr S Martin Tel No: (021) 483 5432
 : 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 17/326 : **ADMINISTRATION CLERK: HS CONTRACT ADMINISTRATION REF NO: DOI 49/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: Basic office administration; Housing Code; Housing Amendment Act (Act 4 of 2001); Filing system and record keeping; Skills in the following: Basic Computer literacy in Ms Package (Word, Excel, PowerPoint); Organisational; Good communication (written and verbal); Problem solving and Work well under pressure.

DUTIES : Assist in contract administration relating to Human Settlement development projects; Provide support to Senior Admin Officer and Assistant Director: Contract Administration; Assist with auxiliary and general support functions and Assist with Human Resources related matters.

ENQUIRIES APPLICATIONS : Ms Nolusindiso Bobelo Tel No: (021) 483 8407
 : 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 17/327 : **ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO: DOI 50/2026**

SALARY CENTRE REQUIREMENTS : R237 453 - R279 708 per annum (Level 05)
 : Department of Infrastructure, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); 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: Working knowledge of Fleet Administration, Procurement and Supply Chain Management; Asset Control, store and stock-taking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven

- computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement and general asset verification administration; Data capturing; Administer Licensing and repair authorities; Administer traffic fines; Administer Machine transfers and plant management; Loss and control liaison; Logistical arrangements and administration of auctions.
- ENQUIRIES APPLICATIONS** : Ms L Arendse Tel No: (021) 959 7700
: 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 17/328** : **PROJECT SUPPORT CLERK: EDUCATION INFRASTRUCTURE REF NO: DOI 52/2026**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge in the following: Administration rules and regulations; Departmental information systems (BAS) Basic Accounting System ,BIZ Project, MYContent, SITS or similar); Skills needed: Computer literacy (MS Word, Ms Excel, Ms Outlook); Record keeping; Good communication (written and verbal); Ability to work under pressure and Ability to work independently and in a team.
- DUTIES** : Provide Reception Services; Manage diary appointments and scheduling; facilitate appointments and meetings; Maintain effective record-keeping systems; distribute, track, and manage documentation; perform binding and laminating of documents; provide logistical support; Invoice processing, Timeous and accurate capturing/updating of project financial information on Project Management Information Systems; Establishing and maintaining a project documentation library by providing document management support, ensuring proper identification, version control, change control, and administration of all project-related documentation.
- ENQUIRIES APPLICATIONS** : Mr M Klaas at (073) 447 0329
: 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 17/329** : **RECEPTIONIST: HR AND GENERAL SUPPORT SERVICES (BELLVILLE) REF NO: DOI 27/2026**
- SALARY CENTRE REQUIREMENTS** : R201 093 - R236 877 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply chain management duties and practices; Legislative framework governing the Public Service; Work procedures in terms of the working environment; Data capturing; Filing system. Skills in the following: Numeracy; Typing; Computer Literacy; Language skills; Sound organisational skills; Good verbal and written communication; Telephone etiquette.
- DUTIES** : Typing and correspondence support service; Reception and Switchboard services; Provide support in meetings and arrangements of appointments; Provide an administrative support service.
- ENQUIRIES APPLICATIONS** : Ms J. Hicks Tel No: (021) 959 7700
: 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 17/330** : **ROAD SIGN ASSEMBLER: ROAD SIGNS FACTORY REF NO: DOI 79/2025 R1 (X2 POSTS AVAILABLE IN BELLVILLE)**
- SALARY CENTRE REQUIREMENTS** : R170 226 – R200 523 per annum (Level 03)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate (equivalent or higher qualification); Practical training; A minimum of 2 years' relevant experience. Competencies: Knowledge of the following: Machines, tools and spray-painting equipment in the road sign environment; SADC road sign manual; Operating machinery in the manufacturing environment; Principles of manufacturing road signage, Road

- sign production layout and Manufacturing procedures; Skills needed: Ability to cut and assemble materials for road signs; Power tools and equipment; Written and verbal communication; Interpret and execute plans and instructions.
- DUTIES** : Assemble road signs; Bind panels (Assemble); Layout panels in line with specifications of design; Ensure materials are attached to the panels in line with design; Cut and bind plates/boards/channels for mounting; Do quality control; Pack road signs and send en route; Pack signs according to orders; Load signs for transportation (according to prescriptions); Do quality control; Perform administrative tasks; Completion of daily returns (logs); Prepare requests for materials required to ensure optimal stock levels.
- ENQUIRIES** : Mr. Nizaam Toffar Tel No: (021) 959 770
- APPLICATIONS** : 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. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. 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
 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or
 3. Email your application to, 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** : 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 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://westerncapgov.erecruit.co>
- CLOSING DATE** : 15 June 2026
- 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

<u>POST 17/331</u>	:	<u>DIRECTOR: SPECIALISED SUPPORT REF NO: LG 09/2026</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), all-inclusive salary package
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	A B degree (NQF 7), with a legal focus as recognised by SAQA; 5 years' middle or senior management experience. Competencies: Strategic Management; Change management; Programme and Project Management; People Management; Financial Management.
<u>DUTIES</u>	:	Manage the provision of specialised functional and operational legal support to municipalities; Facilitate assessment investigations relating to corruption, fraud and maladministration; Initiate, coordinate and manage section 139 interventions including discretionary and/ or mandatory interventions; Strategic Management (including change management); People Management; Financial Management.
<u>ENQUIRIES</u>	:	Dr S Greyling Tel No: (021) 4836126

OTHER POSTS

<u>POST 17/332</u>	:	<u>DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING (MUNICIPAL GOVERNANCE) REF NO: LG 04/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive salary package
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration; A minimum of 3 years middle management experience. Competencies: Working 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 function; Municipal Systems Act (32 of 2000), Municipal Structures Act (117 of 1998), Regulations on Appointment and Conditions of Employment of Senior Managers (GN21, GG37245, 17 January 2014), Disciplinary Regulations for Senior Managers (GN344, GG34213, 21 April 2011); Procedures relating to Civil Litigation in High Court; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer literacy; Language skills; Project Management; Accounting; Finance/Audit; Legal.
<u>DUTIES</u>	:	Effect and Maintain Amendment of Establishment Notices of Municipalities and evaluate municipal governance in terms of implementation of performance monitoring; Assess and analyse Reports from municipalities as to appointment of senior managers being consistent with Legislation and prepare submissions for MEC for Local Government; Collect, collate and validate data and information relating to Districts and Local Municipalities monitoring and outcomes in relation to Senior Management; Develop and regulate a framework for monitoring senior management vacancies and key indicators by districts and local municipalities; Provide input and advice on national and provincial policy and legislative processes affecting municipalities; Plan and manage the work responsibilities and account for the overall performance; People Management and Financial Management.
<u>ENQUIRIES</u>	:	Mr K Makan Tel No: (021) 483 4365
<u>NOTE</u>	:	Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a

candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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.

POST 17/333

: **ADMINISTRATIVE OFFICER: HUMAN RIGHTS REF NO: LG 11/2026**

SALARY
CENTRE
REQUIREMENTS

: R413 001 - R486 501 per annum (Level 08)
 : Department of Local Government, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience. Competencies: Working knowledge and understanding of the following: International, national, regional and provincial instruments and legislation pertaining to the specific field of human rights; Specialised field of gender, youth, disability, HIV/AIDS, children, older persons, substance abuse and social cohesion; 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 function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister Departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Good written and verbal communication; Project Management; Report Writing; Team Player; Ability to prioritize and handle high volume of work; Have a multidisciplinary approach; Listening skills.

DUTIES

: Mainstreaming of human rights concerns into the core functions of the Department (creating an enabling environment for implementation); Deliver special projects on human rights concerns (external focus); Guidance and assistance to Municipalities with the institutionalisation of Human Rights Concerns at Municipalities; Provide administrative support regarding the human rights functions within the component; General administration.

ENQUIRIES
NOTE

: Ms P Ramnath Tel No: (021) 483 3333
 : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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.

POST 17/334 : **ADMINISTRATION CLERK: SPECIALISED SUPPORT REF NO: LG 12/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Relevant legislation/policies/prescripts and procedures; Financial Administration; Skills needed: Computer Literacy; Written and Verbal Communication; Administration; Analytical; Time management; Interpersonal; Organising and planning.

DUTIES : Procurement of goods and services; Office Maintenance; Keeping and filing of Departmental for Directorate; Administrative Support; Relief Personal Assistant as and when required.

ENQUIRIES : Ms Charmine Davids Tel No: (021) 483 2856

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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.

DEPARTMENT OF THE 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 : 15 June 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/335 : **DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 56/2026**

SALARY : R932 292 per annum (Level 11), all-inclusive salary package

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year Tertiary qualification (B-Degree or higher qualification) on NQF level 7 as recognised by SAQA in Social and Administrative Sciences or related. A minimum of 3 - 5 years relevant Management experience. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Provincial executive support systems and services; Public communication, public

education, public engagement and discourse management processes; Good corporate governance norms and standards; Strategy development, strategy management and strategy monitoring and review processes; People management processes; Financial management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Investigation and research processes; Advocacy; Child rights; Skills: Conceptualise and manage research/investigations initiatives; Interpret and apply relevant policies and procedures; Understand and apply governance policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

DUTIES : Manage the initiation and conducting of investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Manage the initiation and conducting of research with regard to policies and legislation pertaining to children; Manage and investigate matters related to the mandate of the Commissioner; Establish a confidential and robust application mechanism for applications by the public regarding matters for investigation or research; Review/prepare documents to support the review of applications for investigation or research; Contact relevant stakeholders (such as families, schools, hospitals, children's homes, places of safety, correctional facilities, police stations etc) relating to the issue of investigation, and conduct interviews, meetings or other engagements with them where necessary; Review/prepare reports upon the completion of an investigation for submission to the Commissioner for Children; Ensure that any reports to WCPP are submitted timeously; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Promote lobbying on child rights issues within the Province; Report on the activities of the Children's Commissioner; Perform managerial tasks with regard to the Sub Directorate.
Ms. S Roberts Sarah.Roberts@westerncape.gov.za

ENQUIRIES

POST 17/336

ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 59/2026

SALARY CENTRE REQUIREMENTS

R487 197 - R573 897 per annum (Level 09)
Department of the Premier, Western Cape Government
An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 5 years relevant experience in records management within the public sector; 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 and understanding of the following: Legislative and governance requirements related to records management, Provincial Archives and Records Service Act and National Archives and Records Service prescripts; records management standards; management principles and practices, retention scheduling and disposal authorisations; legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management; operational management practices; Labour Relations legislation and regulations; performance management in general; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems.

DUTIES

: Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC) client departments: Manage the safe-keeping, storage, retrieval and disposal of all people-management records for the CSC; Establish and maintain an electronic records management system. Management of the archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre. Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; review existing, or develop, new procedures for the People Management Registry. Conduct a Risk Analysis for the registry functions. Maintain the registry risk register. Compile and maintain approved records classification system for paper-based and electronic records. Monitor and supervise the quantity and quality of outputs delivered by the registry.

ENQUIRIES

: Ms H Ward Tel No: (021) 483 5640

POST 17/337 : **CHILDREN'S COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE**
REF NO: DOTP 57/2026

SALARY : R413 001 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma) on NQF level 6 as recognised by SAQA in Social Sciences or related field. A minimum of 1-year relevant experience in a similar environment (Experience in Children rights, Youth and Community Development and Child protection). Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Initiate investigations and resolve enquiries into service delivery efficiencies to Children in the Western Cape; Conduct research into policies and legislation pertaining to the well-being and rights of Children access to services; Report on the activities of the Children's Commissioner; Provide information and advice on Children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to Children; Prepare, assess and submit investigative reports and develop supporting interventions; Support the Western Cape Children's Commissioner functions, and create awareness and understanding of Children's rights with identified audiences; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. S Roberts-Sarah.Roberts@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 17/338 : **CHILDREN'S COMMISSIONER OFFICER: MONITORING AND**
AWARENESS REF NO: DOTP 58/2026

SALARY : R413 001 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year Tertiary qualification (National Diploma) on NQF level 6 as recognised by SAQA in Social Sciences or related field. A minimum of 1-year relevant experience in a similar environment (Experience in Children rights, Youth and Community Development and Child protection). Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.

DUTIES : Monitor, advocate and report on the wellbeing and level of service delivery to the Children within the Western Cape; Support the development and implementation of policies and strategic frameworks; Prepare, participate in and assess monitoring and evaluation exercises, program reviews and annual reviews; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions; Create, organise and implement public awareness programmes, interventions and an understanding of Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.

ENQUIRIES : Ms. S Roberts- Sarah.Roberts@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>

DEPARTMENT OF PROVINCIAL TREASURY

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 : 15 June 2026

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 17/339 : **DIRECTOR: FISCAL POLICY REF NO: PT 12/2026**

SALARY : R1 266 714 per annum (Level 13), all-inclusive salary package

CENTRE : Provincial Treasury, Western Cape Government.

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Economics, Public Finance or Public Policy as recognised by SAQA; 5 years' experience at middle and/ or senior management level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Improve the sustainability of provincial and municipal revenue sources and explore the full use thereof; Strategic Management (including change management); People Management; and Finance Management.

ENQUIRIES : Mr Victor Senna Tel No: (021) 483 2666

OTHER POSTS

POST 17/340 : **ASSISTANT MANAGER (PROVISIONING): PROVISIONING AND ASSET MANAGEMENT REF NO: PT 11/2026**

SALARY : R413 001 - R468 501 per annum (Level 08)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification) in financial management and supply chain management policy development; A minimum of 1 year of related supply chain management experience. Competencies: Knowledge of the following: Public Sector policies and regulations (Public Financial Management Act (Act of 1999) Public Service Act (Act 103 of 1994), Prescripts, policies and procedures governing financial

and Supply Chain Management; National Treasury Regulations (NTR), National and Provincial Treasury's Supply Chain Management Instructions, Note, Circulars, Supply Chain Management Policies, legislations, Acts; Public sector procurement processes, rules and regulations; Framework governing the Supply Chain Management and Public Sector; Ability to work independently and meet deadlines, ability to work under pressure and deliver to tight deadlines, work in a team and preparedness to work overtime when required; Skills needed: Written and verbal communication; Planning and organisational; Management and leadership.

DUTIES : Compilation of moveable asset management notes for interim financial statements (IFS) and annual financial statements (AFS) in terms of the modified cash standards, generally recognised accounting practice (GRAP); Supervise and render fleet management administration and auxiliary support services to the Department; Provide an effective and efficient asset management system and asset register. Processing of requisitions for the placing of orders; management and supervision of human resource staff. Maintain and ensure an effective consumable management service for the department.

ENQUIRIES NOTE : Mr N Rhapale Tel No: (021) 483 6810
 : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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.

POST 17/341 : **CHIEF ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 10/2026**

SALARY CENTRE REQUIREMENTS : R338 106 - R398 277 per annum (Level 07)
 : Provincial Treasury, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6-10 years of relevant experience in an administrative environment. Competencies: Knowledge of the following: good interpersonal relations, communication, planning and organization, management and leadership, and ability to work independently and meet deadlines.

DUTIES : Render the operationalization of transport policy in the department renders logistical/fleet administration support services. (Departmental Fleet); Render general administrative support services (Auxiliary services); Provide Maintenance support to the department; Maintain a key register for the department; supervise and mentor subordinates.

ENQUIRIES NOTE : Mr N Rhapale Tel No: (021) 483 6810
 : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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.

WESTERN CAPE MOBILITY DEPARTMENT

- 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** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/342** : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (PAROW) REF NO: WCMD 109/2025 R1**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Western Cape Mobility Department, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year of relevant administrative support experience. A Code B driving license (or higher). Competencies: Knowledge of the following: Organisational and management practices, policies and operational functioning of the Chief Directorate; Financial management, monitoring and reporting procedures and systems related to budget monitoring instruments, approved post lists, expenditure commitment reports; Chief Directorate's strategic planning and monitoring and evaluation processes; General office administration and database management; General support systems; Information and Record Management/Administration; Administrative procedures and processes; Procurement processes and computer-based information systems. Skills needed: Numeracy, Literacy, Computer Literacy, Project Management, Accounting, Finance and Audit, Economic, Financial and Statistical Analysis, Legal administration; Written and verbal communication; Organizing, planning; and problem-solving.
- DUTIES** : Render administrative support services; Coordinate monitoring and evaluation activities and maintain the relevant systems; Provide support to the directorate for supply chain management activities; Render advice and liaise with regard to administrative matters and supervisory functions; Filing through MyContent: Managing the Directorate's Fleet of Vehicles.
- ENQUIRIES** : Mr A Kafaar @ Al-Ameen.Kafaar@westerncape.gov.za

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** : 15 June 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection

process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For 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 17/343 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (PRINS ALBERT) REF NO: DSD 26/2026**

SALARY CENTRE REQUIREMENTS : R496 668 - R583 833 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; Registration and current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics. Job-Related Skills: Organising and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To 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 programs is rendered, Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms I April- @ Imelda.April@westerncape.gov.za

POST 17/344 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (ATHLONE) REF NO: DSD 27/2026**

SALARY CENTRE REQUIREMENTS : R496 668 - R583 833 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : A 4-year tertiary qualification in social work (degree/diploma) that allows registration with SACSSP; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP). A minimum of 7 years of appropriate experience in social work after registration as a social worker with the SACSSP. Competencies: Knowledge of the following: Job-

related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics. Job-Related Skills: Organizing and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES

: To 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 programs is rendered, Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES

: Ms E Siljeur- @ Elarna.Siljeur@westerncape.gov.za

POST 17/345

: **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 31/2026 (VARIOUS POSTS AVAILABLE IN ATHLONE)**

SALARY

: Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
 Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
 Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
 Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS

: Department of Social Development, Western Cape Government.
 : 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 a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B 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 legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: 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, organizations, and communities to enhance their social

functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1 Good communication skills, Report-writing skills, Self-management skills; Motivation skills; Good planning and organizing skills; Problem-solving and analytical skills; computer literacy, presentation and facilitation, and client orientation and customer focus.

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 programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' 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 M Essop at Mehnaaz.Essop@westerncape.gov.za

POST 17/346 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 32/2026 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government.
: A formal 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. A valid Code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policy and prescriptions (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as 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; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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 programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' 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 T Savahl at Tasneem.Savahl@westerncape.gov.za

POST 17/347 : **SOCIAL WORKER: SOCIAL WORK SERVICES (LAINGSBURG) REF NO: DSD 33/2026**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: 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 a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B 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 legislation, policies, and prescripts (norms and standards); social dynamics, work values, and principles; developing and empowering others. Skills in the following: 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, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

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 programs (casework, group work, and community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' 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 : Mr S Stadler at sofia.stadler@westerncape.gov.za

POST 17/348 : **SOCIAL WORKER: SOCIAL WORK SERVICES (KHAYELITSHA) REF NO: DSD 34/2026**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: 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 a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B 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 legislation, policies, and prescripts (norms and standards); Social dynamics, work values, and principles; Developing and empowering others. Skills in the following: 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, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

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 programs (casework, group work, and community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' 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 M Rebe at millicent.rebe@westerncape.gov.za

POST 17/349 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 35/2026 (VARIOUS POSTS AVAILABLE IN HESSEQUA)**

SALARY : Grade 1: R338 208 – R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 – R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: 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 a 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 of appropriate experience in social work after registration as a social worker with the South African Council for Social Service Professions; A valid Code B 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 legislation, policies, and prescripts (norms and standards); Social dynamics, work values, and principles; Developing and empowering others. Skills in the following: 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, organizations, and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers.

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 programs (casework, group work, and community work); Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and support social auxiliary workers' 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 I April|@Imelda.April@westerncape.gov.za

POST 17/350 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 28/2026 (X2 POSTS AVAILABLE IN KHAYELITSHA)**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms M Rebe Tel No: (021) 812 0923

POST 17/351 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LAINGSBURG) REF NO: DSD 29/2026**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B-driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile

<u>DUTIES</u>	:	accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms S Stadler @ Sophia.Stadler@westerncape.gov.za
<u>POST 17/352</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 30/2026 (VARIOUS POSTS AVAILABLE IN SWELLENDAM)</u>
<u>SALARY</u>	:	Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and knowledge management; keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms T Savahl @ Tasneem.Savahl@westerncape.gov.za
<u>POST 17/353</u>	:	<u>SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 36/2026 (VARIOUS POSTS AVAILABLE IN ATHLONE)</u>
<u>SALARY</u>	:	Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD) Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD) Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous

- professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms E Siljeur@ Elarna.Siljeur@westerncape.gov.za
- POST 17/354** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 37/2026 (VARIOUS POSTS AVAILABLE IN HESSEQUA)**
- SALARY** : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management; Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms I April @ Imelda.April@westerncape.gov.za