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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2026

DATE ISSUED 19 JUNE 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 CIVILIAN SECRETARIAT FOR POLICE SERVICE: Kindly note that the post of Deputy Director: Policy Development (12 months contract) with Ref No: CSP/01/2026 that was advertised in Public Service Vacancy Circular 11 dated 27 March 2026 with the closing date of 14 April 2026. The salary level of the post has been amended from salary level 12 to salary level 11: the salary notch is amended to R932 292 per annum.

STATISTICS SOUTH AFRICA: Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 12 June 2026, Assistant Director: Economics: with Ref No: 21/06/26HO was incorrectly advertised with R413 001 per annum (Level 08). The correct salary scale is R487 197 per annum (Level 09).

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : To apply for the below position, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource at 076 521 4118.
- CLOSING DATE** : 03 July 2026
- NOTE** : In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). 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. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

- POST 21/191** : **DIRECTOR: ACADEMIC MAINTENANCE HUBS REF NO: REFS/050076**
Chief Directorate: Maintenance
- SALARY** : R1 317 384 - R1 551 807 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : An undergraduate qualification at NQF Level 7 in Built Environment (Engineering/ Construction Project Management / Architecture/ Quantity Surveying / Town and Regional Planning) as recognized by SAQA. A minimum of 5 years' experience at middle / senior managerial level in the built environment. Must be registered with the relevant Council as a Professional. A valid driver's license. A Pre-Entry SMS Certificate submitted prior to appointment. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. National Building Standards Act of 1977 and Regulations. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA and Treasury Regulations. Skills: Interpersonal Relations. Conflict management. Communication. Networking. Negotiation. Computer literacy. Presentation. Analytical. Report writing. Facilitation. Attributes: Proactive and resourceful, Cost conscious, Quality oriented, Responsive, People oriented, Innovative, Credible, Problem-solving ability, Strategic, Decisive, Credible and Motivating.

DUTIES

: Manage the roll out of the maintenance management system and full capacitation of the Academic Maintenance Hubs. Monitor the updating the maintenance management system in terms of approved plans. Manage the provision of Category 1 and 2 electrical equipment and plant services. Manage the provision of Category 1 and 2 mechanical and plant services. Manage the provision of Category 1 and 2 building maintenance services. Manage the operation of boilers. Manage the provision of electrical, technical and building inspectorate services. Monitor implementation of technical repairs. Oversee the provision of suppliers and spares. Manage the customisation of specifications. Manage the monitoring of performance of suppliers and contractors. Intervene if performance of suppliers and contractors are below standard. Recommend payments of suppliers and contractor on completed work. Liaise with suppliers and contractors for the work in progress. Provide inputs to specifications for new repairs. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Monitor compliance with Occupational Health and Safety Act [OHS] in the District and Facility Maintenance Hubs. Oversee planning for the required resources to comply with OHS requirements. Manage implementation of OHS activities and prepare regular progress reports in line with the legislative requirements. Manage compliance of technical personnel in terms of all aspects pertaining to a safe environment. Participate in the OHS committees and provide technical guidance to OHS committee members. Manage compliance with SANS i.e. SANS 0142 Electrical compliance; HVAC; Building regulations. Manage compliance with Health care core standards. Align the strategic priorities and the work plans of the unit with the priorities of DID. Manage the preparation of the annual operation plan. Manage the implementation of risk and mitigation plans. Develop Academic Maintenance Hub strategies and plans. Prepare and present management reports for Academic Maintenance Hub performance. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource Tel No: (011) 355 7082/7043. Only online applications will be considered.

CLOSING DATE

: 03 July 2026

NOTE

: Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer / promotion / appointment will promote representation will receive preference. It is the Department's intention to promote equity through

the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

OTHER POSTS

POST 21/192 : **DEPUTY DIRECTOR: ICT GOVERNANCE AND INFORMATION MANAGEMENT REF NO: REFS/050081**
Branch: Corporate Services
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive package)
: Johannesburg (Head Office)
: National Diploma (NQF Level 6)/Degree (NQF Level 7) in ICT (Computer Science / Informatics) / Business Information Technology / Information Technology ITIL, COBIT, Project Management certifications will be an added advantage, 3-5 years' IT Infrastructure Support experience in ICT at an Assistant Director level. Knowledge and Skills. GPG and DPDR policies and procedures. Relevant legislation and Public Service Regulations. Government ICT procurement. People and empowerment, service delivery innovation, problem solving and analysis and written and oral communication.

DUTIES : Manage ICT governance. Manager the department information security through the implementation of tools and techniques. Implement technical solutions for information and knowledge management. Implement processes that promote alignment of the ICT goals and objectives. Coordinate the proceedings of the IT steering committee meetings. Manage ICT risks and audits. Ensure efficient management of ICT risk and audit environment. Develop and manage ICT risk management processes. Manage audit performance of internal and external auditors. Manage and monitor ICT service level agreement/contracts. Develop and manage departmental Service Level Agreement (SLA) with business units. Manage ICT business improvement and change management. Manage ICT projects through the implementation of ICT projects methodology. Develop and manage relationships with relevant stakeholders. Conduct research. Conduct research and development of ICT Governance. Manage ICT Assets and support services. Manage and monitor ICT budget and procurement. Manage the continuous improvement of ICT support services through improvement of services, practices and processes. Manage resources (Human, Financial, Equipment/Asset). Monitor the performance of staff and ensure performance assessment. Coordinate the compilation of various reports.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 - 7175

POST 21/193 : **DEPUTY DIRECTOR: INFRASTRUCTURE SUPPORT SERVICES REF NO: REFS/050079**
Branch: Corporate Services
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive package)
: Johannesburg (Head Office)
: National Diploma (NQF Level 6)/ Degree (NQF Level 7) in ICT (Computer Science / Informatics) / Business Information Technology / Information Technology. ITIL, COBIT, Project Management certifications will be an added advantage, 3-5 years' IT Infrastructure Support experience in ICT at an Assistant Director level. Knowledge and skills Relevant legislation and Public Service Regulations. Knowledge of SLAs. Management information knowledge. Minimum information Security Standard. Ability to undertake a risk analysis and undertake a risk mitigation strategy. Ability to identify and interpret the required information fields and documentation.

DUTIES : Manage ICT infrastructure and capacity plan. Develop and implement policies and capacity plans for the department server and network infrastructure in line

with departmental requirements. Manage and monitor the allocation of software licenses to ensure optimum utilisation and minimise costs. Oversee the management of unified communications systems (telephone system). Manage ICT server and network support infrastructure services. Manage and coordinate the day-to-day activities and operations of the department Network/Server infrastructure and secure network environment. Maintain the network infrastructure, software, network operating system and applications. Manage desktop support services. Manage the maintenance and support of all computer end-user devices and computerised systems, information processing equipment and software. Develop, implement and maintain ICT business continuity and disaster recovery. Interact with relevant professional bodies/councils on the latest development in the information technology field (CSIR, E-GOV, GMA, MASTEK, Microsoft, RTMC, SANRAL etc.). Manage resources (Human, Financial, Equipment/Asset)

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521, Ms. P. Mabasa Tel No: (011) 355 – 7175

POST 21/194 : **DEPUTY DIRECTOR: CAREER DEVELOPMENT REF NO: REFS/050082**
Branch: Corporate Services
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : NQF Level 6 Diploma/National Diploma/ NQF level 7 Bachelors Degree in Human Resource Development / Management / Industrial Psychology / Business Administration. A minimum of 3–5 years' experience in Human Resource Development at an Assistant Director level. A valid driver's license. Sound knowledge and insight regarding the regulatory framework and related HR legislation and policies. Good planning, organising, presentation, and financial management skills. Project and programme management expertise in Human Resource Development. Excellent writing skills with meticulous attention to detail and record keeping. Computer literacy skills. People management and empowerment. Ability to work under pressure and demonstrate innovative and creative thinking. Good communication (verbal and written), analytical thinking, and problem solving skills.

DUTIES : Manage learnerships, apprenticeship, internship programme and Candidacy Development Programme. To identify Learnership needs for the Department. Manage the implementation of structured training programmes for interns, learners and apprentices with respective Branch/line managers, accredited service providers, like Sector Education and Training Authority. Monitor the effective implementation of the Internship, Learnership and Apprenticeship programme and liaise with the appropriate Sector Education and Training Authority established in terms of the Skills Development Act of 2008 (Act 37 of 2008). Manage the administration of internal and external bursaries. Develop and implement needs analysis to determine the department's skills shortage with the respective Branch, relevant Committees. Manage and coordinate the implementation of succession planning, career development and monitoring. Ensure effectiveness of talent pipeline management programme. Manage the implementation of Recognition of Prior Learning (RPL). Align the recognition of qualification prior learning programme with HRD plan. Manage the recognition of improved qualifications process. Develop a plan to administer the implementation of the Recognition of Improved Qualifications. Manage the Sub-Directorate Career Development.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521/ Ms. P. Mabasa Tel No: (011) 355 – 7175

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please to indicate their race and disability for purposes of Employment Equity Office for attention Ms M Mzamela. All applicants are also encouraged to number the pages of their CV and the attached certified documents.

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

CLOSING DATE : 03 July 2026

NOTE : Applicants with disabilities are encouraged to apply. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. 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.

MANAGEMENT ECHELON

POST 21/195 : **DIRECTOR: NPO PARTNERSHIP AND FINANCING REF NO: REFS/049764**
This is an erratum for this post which was posted on the 5th June 2026. Please note that this is re-advertisement. Applicants who have applied should re-apply again.

SALARY : R1 317 384 per annum, (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE REQUIREMENTS : Johannesburg (Head Office)
: An undergraduate qualification (NQF level 7) in Financial Management, Cost Accounting, Auditing, Project Management and /or Public Management / Administration. A minimum 5 years of experience at a middle/senior managerial level, in the financial management environment. Nyukela SMS Certificate for entry into SMS (Senior Management Service) from the National School of Government submitted prior to appointment. Valid driver's license. Knowledge and understanding of legislative, Policy and Institutional frameworks governing NPO and Community Partnership and Development Programmes in the Public Service. Knowledge of the Department's Strategic priorities and Service Delivery model. A valid driver's license. Excellent Communication (verbal and written), Analytical and Problem solving, analysis, Financial Management, Strategic capability and leadership, Monitoring and Evaluation skills.

DUTIES : Management of NPO budget approval and payment system process for service providers as part of Departmental Annual Performance Plan. Provide institutional capacity building on all compliance related matters VI. Establish and maintain a sound internal control system on SAP System in line with relevant legislation such as PFMA, and Treasury Regulations. Manage the compilation of provincial proposed budget for Management Authority. Manage and monitor Expenditure and Financial analysis and consolidate monthly reports for subsequent subsidy payments II. Conduct risk assessment through analysis of audited financial statement of all funded NGOs. Conduct risk assessment through analysis of audited financial statement of all funded NGOs. Manage policy formulation and provide support to stakeholders. Develop relevant and cost-efficient costing models for all funded programmes delivered by NPOs. Manage and monitor the compliance of funded NPO in Social Service Sector and participate in the corridors Task Teams. Management of audit processes for the Directorate. Manage both Programme and Financial Monitoring processes. Management of Directorate's budget and expenditure, performance reporting development, leave and discipline.

ENQUIRIES : Ms E Motloutsi Tel No: (011) 355 7700

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand delivered to: The Chief Registry Clerk, 2nd Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Ms E Perumal.
Applicants can also submit their Z83 and CV via e-Recruitment System on www.eservices.gov.za
- CLOSING DATE** : 10 July 2026. Applications received after this date will not be accepted.
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail 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. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. 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 logistics of which will be communicated by the Department. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with a disability. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

- POST 21/196** : **DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: 22/1/3/6/3/32/2026 (MF)**
Branch: Local Government
Chief Directorate: Municipal Finance
Directorate: Municipal Financial Support
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE REQUIREMENTS** : Pietermaritzburg
The ideal candidate must be in possession of a Bachelors degree/ NQF Level 7 qualification in Financial Management/ Financial Accounting or related qualification as recognised by SAQA coupled with at least 5 years of experience at a middle/senior managerial level in the financial environment within Local Government environmental sector as well as a SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) (Certificate submitted prior to appointment) and a valid Drivers licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Sound knowledge and understanding of the RSA Constitution; Municipal Finance Management Act; Division of Revenue Act; Municipal Systems Act; Municipal Structures Act; Municipal Property Rates Act; and other relevant Local Government prescripts; Public Service Act; Public Service Regulations; Labour Relations Act; Basic Conditions of Employment Act; Public Finance Management Act; Knowledge of Financial systems; Policy analysis and development; Awareness and understanding of Municipal environment; Financial Management skills; analytical skills; Interpersonal relations; Strategic planning skills; Organisational skills; Management skills; Project management skills; Decision making skills; Good communication skills (verbal & written) with Private Sector organisations, Departmental staff, Service

- providers, Non-governmental organisations, Local councillors, Political office bearers, Ministers, Mayors, Provincial and National departments and general public; Good computer literacy in MS Office (excel, word and powerpoint).
- DUTIES** : The successful candidate will be required to support and guide municipalities in achieving sound financial management, regulatory compliance to improve audit outcomes and financial sustainability with the following responsibilities: Manage support to municipalities on financial governance and audit outcomes; Manage quality assurance on municipal valuation rolls in terms of legislation and applicable standards; Manage and co-ordinate the delivery of expert valuation and rating services to municipalities across the province; Manage the development and implementation of municipal financial support programs; Facilitate the development of policies, strategies, procedures and processes; Manage the resources of the Directorate.
- ENQUIRIES** : Dr HB Krishnan at 082 854 1110

OTHER POSTS

- POST 21/197** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE COMPLIANCE AND MONITORING REF NO: 22/1/3/6/3/33/2026 (MF)**
 Chief Directorate: Municipal Finance
 Directorate: Municipal Finance Compliance and Monitoring

- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

- CENTRE REQUIREMENTS** : Pietermaritzburg
- : The ideal candidate must be in possession of a Bachelors degree/ NQF level 7 qualification in financial Management or related financial qualification as recognised by SAQA coupled with 3 years' junior management experience in a financial environment and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of RSA Constitution; Municipal Finance Management Act; Division of Revenue Act; Municipal Systems Act; Municipal Structures Act; Municipal Property Rates Act and other relevant Local Government prescripts; Public Service Act and Regulations; Labour Relations; Basic conditions of employment Act; Public Finance Management Act; Knowledge of Financial Systems ; Policy analysis and development; Awareness and understanding of municipal environment; Financial management skills; analytical skills; Interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Project management skills; Good communication skills (verbal & written) with Private Sector Organisations, Departmental staff, Service providers, Non-governmental Organisations, Local Councillors; Political Office bearers, Ministers, Mayors, Provincial and National Departments and the General Public; and Good computer skills in MS Office (Excel, Word and PowerPoint).

- DUTIES** : The successful candidate will be required to ensure compliance, monitoring of municipalities on financial matters in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities: Ensure the monitoring of compliance and reporting of processes in municipalities and enable the co-ordination and alignment amongst all spheres of government; Ensure the validity and reliability of all data/information reported in the quarterly progress reports and build capacity; Ensure the submission of financial progress reports from the districts, local municipalities and metro to relevant stakeholders; Ensure monitoring and support of audit processes; Develop and provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of municipal policies, programs and projects; Manage the resources of the Directorate.

- ENQUIRIES** : Ms N Majola at 060 885 5268

- POST 21/198** : **DEPUTY DIRECTOR: MUNICIPAL FINANCE SUPPORT REF NO: 22/1/3/6/3/34/2026 (MF)**
 Chief Directorate: Municipal Finance
 Directorate: Municipal Finance Support

- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)

- CENTRE REQUIREMENTS** : Pietermaritzburg
- : The ideal candidate must be in possession of a Bachelors degree/ NQF level 7 qualification in financial Management/Financial Accounting as recognised by

		SAQA coupled with 3 years' junior management experience in a financial environment and a valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of RSA Constitution; Municipal Finance Management Act; Division of Revenue Act; Municipal Systems Act; Municipal Structures Act; Municipal Property Rates Act and other relevant Local Government prescripts; Public Service Act and Regulations; Labour Relations; Basic conditions of employment Act; Public Finance Management Act; Knowledge of Financial Systems; Policy analysis and development; Awareness and understanding of municipal environment; Financial management skills; analytical skills; Interpersonal relations; Strategic Planning skills; Organisational skills; Management skills; Project management skills; Good communication skills (verbal & written) and Good computer skills in MS Office (Excel, Word and PowerPoint).
<u>DUTIES</u>	:	The successful candidate will be required to ensure support to municipalities on financial matters in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities: Manage support on financial matters to municipalities; Ensure the co-ordination and development and implementation of municipal financial support programs; Ensure auditor general and treasury processes are co-ordinated and annual report requirements are met on financial matters at municipalities; provide input in the development of policies, strategies and procedures; Manage the resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms N Majola at 060 885 5268
<u>POST 21/199</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REFERENCE: 22/1/3/6/3/35/2026 (HRA)</u> Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Pietermaritzburg The ideal candidate must be in possession of a NQF Level 6 qualification as recognised by SAQA in Human Resource Management/ Labour Relations/Labour Law or a LLB coupled with 3 years junior management experience in a labour relations environment and a valid drivers licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of the Labour Relations Act; Public Service Act and Regulations; Collective Agreements; Bargaining Structures and Departmental policies; Negotiations skills; Dispute resolution skills; Facilitation skills; Good communication skills (verbal & written) with other Government organisations, Private sector and Organised Labour; Good computer literacy in MS Office.
<u>DUTIES</u>	:	The successful candidate will be required to manage labour relation matters within the Department with the following responsibilities: Management of grievances and dispute resolution mechanisms; Manage discipline processes; Facilitate collective bargaining; Develop policies and strategies aimed at improving service delivery; Manage the resources of the Sub - Directorate.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (033) 260 8058
<u>POST 21/200</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL FINANCE COMPLIANCE AND MONITORING REF NO: 22/1/3/6/3/36/2026 (MF)</u> Chief Directorate: Municipal Finance Directorate: Municipal Finance Compliance and Monitoring
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of a bachelor's degree/NQF level 7 qualification in Financial Management/ Financial Accounting or equivalent coupled with three years' administrative experience in a financial environment and a valid driver's licence (Code 08). Essential Knowledge, Skills and Competencies Required: The successful candidate must have Knowledge of the: RSA Constitution; Public Finance Management Act; Division of Revenue Act; Municipal Systems Act; Municipal Structures Act; Municipal Property Rates Act and other relevant Local Government prescripts; Public Service Act and regulations; Labour Relations; Knowledge of Basic Conditions of Employment Act; Public Finance Management Act; Knowledge of financial

systems; Policy analysis and development; Awareness and understanding of municipal environment; Financial Management skills; Analytical skills; Interpersonal relations; Strategic Planning skills; Organizational skills; Management skills; Project management skills; Good communication skills (verbal & written); and Computer literacy in MS Office (Word, Excel and PowerPoint).

DUTIES : The successful candidate will be required to monitor compliance at municipalities on financial matters in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities: Validate the reliability of all data/information reported in the progress reports and build capacity; Coordinate the submission of financial progress reports from the districts, local municipalities, and the Metro to relevant stakeholders; Monitor compliance, evaluate and report on processes in municipalities; Monitor and support audit processes; Provide input in the development of policies, strategies, procedures, and processes.

ENQUIRIES : Ms N Majola at 060 885 5268

POST 21/201 : **ASSISTANT DIRECTOR: MUNICIPAL FINANCE SUPPORT REF NO: 22/1/3/6/3/37/2026 (MF)**
Chief Directorate: Municipal Finance
Directorate: Municipal Finance Support

SALARY CENTRE : R605 742 per annum (Level 10)
: Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a bachelor's degree/NQF level 7 qualification in Financial Management/ Financial Accounting or equivalent qualification coupled with three years' administrative experience in a financial environment and a valid driver's licence (Code 8). Essential Knowledge, Skills and Competencies Required: The successful candidate must have Knowledge of the: RSA Constitution; Municipal Finance Management Act; Division of Revenue Act; Municipal Systems Act; Municipal Structures Act; Municipal Property Rates Act and other relevant Local Government prescripts; Public Service Act and Regulations; Labour Relations; Knowledge of Basic Conditions of Employment Act; Public Finance Management Act; Knowledge of financial systems; Policy analysis and development; Awareness and understanding of municipal environment; Financial management skills; analytical skills; Interpersonal relations; Strategic Planning skills; Organizational skills; Management skills; Project management skills; Good communication skills (verbal & written) and Computer literacy in MS Office (Word, Excel and PowerPoint).

DUTIES : The successful candidate will be required to support municipalities on financial matters in-line with legislative prescripts (MFMA, Treasury Regulations) with the following responsibilities: provide support on financial matters to municipalities, Co-ordinate, develop and implement municipal financial support programs; Co-ordinate Auditor-General and Treasury processes and ensure annual report requirement are met on financial matters at municipalities; Provide input in the development of policies, strategies, procedures, and processes.

ENQUIRIES : Ms N Majola at 060 885 5268

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.

FOR ATTENTION : Ms NMB Zungu

CLOSING DATE : 03 July 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 completed in full. Application must be accompanied by a detailed CV. Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to 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. All shortlisted candidates for SMS posts will be

subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Onus is on the applicant to obtain and submit their foreign qualifications verified with SAQA. Non-South African citizens or permanent residency holders must submit proof of citizenship and SAQA together with their applications. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to 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. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered.

MANAGEMENT ECHELON

- POST 21/202** : **DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT REF NO: KZNPT KZNPT 26/11**
This is a re-advertisement, applicant who had previously applied are encouraged to apply again.
- SALARY CENTRE REQUIREMENTS** : R1 317 384 per annum, (all- inclusive package)
: KZN Provincial Treasury, Pietermaritzburg
: A 3 year NQF Level 7 Qualification in Architecture, Town and Regional Planning, Quantity Surveying, Civil Engineering and Project Management in the built environment. Training in Cost benefit analysis model building. Professional Registration with relevant Built Environment council. 5 years middle or senior management experience in a relevant infrastructure environment. SMS Pre-entry Certificate prior to appointment. A valid driver' s licence and people living with disabilities who are without valid drives 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 polices and legislation is required Advanced Project Management. Contract Management. Financial Management. Personnel Management. Administrative Procedures. Public Finance Management Act (PFM). Municipal Finance Management (MFMA). Division of Revenue Act (DoRA). Preferential Procurement Policy Framework (PPPFA). Framework for Infrastructure Delivery and Procurement Management (FIDPM). Broad Bases Black Economic Empowerment (BBBEE). Construction Industry Development Broad Act (CIDB). Treasury Regulation. Provincial Growth and Development Strategy (PGDS). Provincial Spatial and Economic Development (PSEDS). Provincial Procurement Act and regulations. Public Finance Management Act – Best Practice National Treasury Guideline documents. South African Fiscal and monetary policy. Provision policy priorities Budget formulation. Code of conduct. Legislation applicable to allocated department. Political and socio-economic environment 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 relation. 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 Planning. Compile the Estimates of Capital Expenditure. Monitor, Evaluate and Report on provincial Infrastructure programmes. Support to the internal and external stakeholders. Manage the implementation of polices. Manage Resources of the Directorate.
- ENQUIRIES NOTE** : Mr G Kanyika Tel No: (033) 897 4426
: Preferences: African Males, African Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** :
- Applicants using electronic format must apply on the following website: <https://erecruitment.limpopo.gov.za> and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below address:
- Head Office: Polokwane:** The Head of Department: Limpopo Department of Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government Offices: Lebowakgomo.
- Waterberg District:** The Director: Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle.
- Vhembe District:** The Director: Vhembe District Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or hand delivered to: Makwarela Government Offices.
- Mopani District:** The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government Offices: Lebowakgomo.
- CLOSING DATE** :
- 03 July 2026 at 16:00 (walk-in) and 00:00 (online)
- NOTE** :
- It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "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?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, 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 required 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 question related to conditions that prevent re-

appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated comprehensive CV (with detailed previous experience). Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. 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. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: These posts will be posted on the following websites: www.ldard.gov.za / www.limpopo.gov.za and Departmental social media.

OTHER POST

<u>POST 21/203</u>	:	<u>ANIMAL HEALTH TECHNICIAN (X18 POSTS)</u>
<u>SALARY CENTRE</u>	:	R413 001 per annum (Level 08)
	:	Capricorn District (X5 posts): Capricorn East Ref No: LDARD 1/6/26 (X2 Posts) Capricorn North -West Ref No: LDARD 2/6/26 (X3 Posts)
		Mopani District (X3 Posts): Mopani East Ref No: LDARD 3/6/2026 (X3 Posts)
		Vhembe District (X4 Posts): Vhembe East Ref No: LDARD 4/6/2026 (X2 Posts) Vhembe Central Ref No: LDARD 5/6/2026 (X2 Posts)
		Waterberg District (X3 Posts): Waterberg North Ref No: LDARD 6/6/2026 (X2 Posts) Waterberg South Central (X1 Post)
		Sekhukhune District (X3 Posts): Sekhukhune South Central Ref No: LDARD 7/6/2026 (X2 Posts) Sekhukhune West Ref No: LDARD 8/6/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Current registration with the South African Veterinary Council as Animal Health Technician is compulsory. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

DUTIES

: To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian regarding animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.

ENQUIRIES

: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610
Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000
Mopani District: Ms. Malatji MA Tel No: (015) 811 9837 or Tel No: (015) 811 1189

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

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

- CLOSING DATE** : 03 July 2026
- NOTE** : Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). 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. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts

OTHER POSTS

- POST 21/204** : **SUPERVISORY LEVEL CLERK: SUPPLY CHAIN MANAGEMENT REF NO: NCDOH 65/2026 (X1 POST)**
Job Purpose. To supervise and render the supply chain management services
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Robert Mangaliso Sobukwe Hospital
- REQUIREMENTS** : National Diploma (NQF 6) or any relevant qualification. Experience: Experience in LOGIS system and Supply Chain Management. Appropriate experience in Supervisory. Appropriate experience in Contract Management. Inherent requirement for job: A valid (Code B/EB drivers licence. Competencies (knowledge/skills): Knowledge of Logis and BAS system. Knowledge and exposure to the Public Financial Management (PFMA), National Treasury Regulations and SCM Instructions. Computer Literacy (MS Office: Word, Excell, Outlook).
- DUTIES** : The successful candidate will be responsible for sourcing quotations for goods and services from suppliers listed on the National Treasury's Central Supplier Database (CSD). Ensuring that the quotation processes are compliant, standard bidding documents are compiled in accordance with the department policies, procedures and all applicable legislative requirements. Rendering guidance in writing of specification. Rendering secretariat support services to Bid Specification Committee (BSC) and Quotation Evaluation Committee. Compiling submissions for deviations requests and compile reports. Managing LOGIS transactions such as processing of requisition, authorisation and procurement advice and authorise payments. Providing supervision and

		guidance to subordinates. Monitoring and evaluating performance of subordinates and performing other duties a delegated by managers.
<u>ENQUIRIES</u>	:	Mr. GV Tsholo Tel No: (053) 802 2551
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 21/205</u>	:	<u>SUPERVISORY LEVEL CLERK: HRM REGISTRY REF NO: NCDOH 66/2026 (X1 POST)</u>
		Job Purpose: To provide effective and well maintained registry unit.
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Public Management/ Human Resource Management. Between 0 and 2 years experience in the relevant field. Knowledge on the design of the filing plan, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, National Archives and Record Management Act, Protection of Personal Information Act (POPIA), and the Minimum Information Security Standard (MISS). Knowledge of registry duties, practices as well as the ability to capture data. Skills needed: Computer literacy in MS Office Package, communication skills (written and verbal), planning and organisation, report writing, ability to work independently and as part of a team; Supervisory and Leadership Skills, Records Management Expertise, Communication and Interpersonal Skills, Administrative accuracy. Valid Code B/EB drivers licence will serve as an added advantage.
<u>DUTIES</u>	:	Supervise the handling of incoming and outgoing correspondence. Supervise the sorting, registering and dispatching of correspondence. Supervisor the distribution of notices. Ensure the provision of efficient filing services. Maintain good labelling of files. Monitor compliance with the National Archive guidelines. Ensure placing of correspondence in the correct files. Monitor and track the movement of files. Maintain files by replacing worn out files. Supervise in the process documents for disposal. Supervise the electronic scanning of files and ensure that files are stored safely. Resolve client complaints. Ensure that there is no unauthorised access to the registry. Assist in responding to audit enquiries. Providing supervision and guidance to subordinates. Monitoring and evaluating performance of subordinates and performing other duties a delegated by managers.
<u>ENQUIRIES</u>	:	Ms. M Visser Tel No: (053) 802 2261
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 21/206</u>	:	<u>FINANCE CLERK REF NO: NCDOH 67/2026 (X2 POSTS)</u>
		Job Purpose: To provide effective financial administration and accounting services
<u>SALARY</u>	:	R237 453 per annum (level 05)
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Three (03) year relevant qualification will serve as an added advantage. Experience: Appropriate experience in Creditor and Asset Management and Liability Accounting. Competencies (knowledge and skills): Knowledge of the Basic Accounting System (BAS), LOGIS, Public Finance Management Act and Treasury Regulations and Instructions. Computer literacy. Valid Code B/EB driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Compile and capture payments within the agreed timeframe. Ensure completeness of compiled payment batch. Investigate duplicate invoices and report accordingly. Ensure all payment details are correctly captured on the system. Ensure banking details of the supplier correspond with supporting documentation. Compile and capture journals. Assist in the handling of supplier queries and ensure queries are responded to within the agreed timeframe. Provide disbursement reports or proof of payment reports. Safe guarding of

payment batches. Maintain a payment register for inflow payment. Maintain a payment transfer register of outflow payments. Reconcile payments received against payment captured on the system. Sign control list that is accompanied with batches received. Submit weekly activity report to supervisors. Assist in providing of reliable financial information.

**ENQUIRIES
APPLICATIONS**

: Mr. A Tsholo Tel No: (053) 802 2551
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpq.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 21/207

: **SUPPLY CHAIN MANAGEMENT CLERK REF NO: NCDOH 68/2026 (X2 POSTS)**

Job Purpose. To provide support in supply chain management function.

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)
: Robert Mangaliso Sobukwe Hospital
: Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience /competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management, Assets and Liabilities Suspense Accounts and Finance Administrative processes. Willingness to travel and work overtime when required. Valid Code B/EB driver's licence will serve as an added advantage.

DUTIES

: Render Logistics and inventory management support. Render demand and acquisition clerical support. Render logistical support services. Provide effective administration of purchase orders. Administer the goods receipt process for goods and services acquired. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Check and issue receivables to responsible components. Stocktaking. Receiving and issuing stock from the warehouse. Manage 0-9 file, expediting open purchase orders. Managing and reporting on open purchase orders (commitments). Compile disclosure of commitment. Perform any other administrative duties as may be requested by supervisor.

**ENQUIRIES
APPLICATIONS**

: Ms. M Visser Tel No: (053) 802 2261
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpq.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 21/208

: **REGISTRY CLERK: HRM REF NO: NCDOH 69/2026 (X1 POST)**

Job Purpose. To provide effective and well maintain registry unit.

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)
: Robert Mangaliso Sobukwe Hospital
: Minimum education qualifications: National Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience in Admin Registry Department, appropriate office administration experience, appropriate experience in client care. Competencies (knowledge / skills): Knowledge of the Departmental Records Procedural Manual (RPM). Good planning skills, organisational, interpersonal and communication skills. Ability to meet deadlines. Ability to compile stats and draft reports. Computer literacy in (MS Word, Excell and Outlook) Must be willing to undergo development courses. Valid Code B/EB driver's licence will serve as an added advantage.

DUTIES

: Control access to information in the Registry. Maintain systematic filling of documents as per the National Archive and registry service operating procedure. Maintain strict confidentiality of all information in the registry. Control movement of files effectively, circulate and search for files. Receiving and opening of files, ensure proper retrieval of files and safe guarding of personnel files. Control mail and manage all registers kept in the Registry. Replacing of worn and damaged files covers and close full volume files. Ensure proper disposal of old personnel information. Assist institution to attend to all auditing enquiries. Provide administrative assistance to conditions of service as and when requested.

**ENQUIRIES
APPLICATIONS**

: Ms. M Visser Tel No: (053) 802 2261
: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmshhr@ncpq.gov.za. All applicants must complete an application register when an application is hand delivered.

<u>POST 21/209</u>	:	<u>PRODUCTION LEVEL CLERK REF NO: NCDOH 70/2026 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Human Resource Development, Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate) or equivalent qualification (NQF Level 4). A National Diploma (NQF Level 6) in Human Resource Management / Human Resource Development / Public Administration will serve as an added advantage. No experience required; relevant clerical/administrative experience in a training environment will be an added advantage. Competencies: Basic knowledge and understanding of the legislative framework governing the Public Service. Computer literacy (MS Office package). Good verbal and written communication skills. Good interpersonal, organisational, and administrative skills. Basic knowledge of clerical duties, practices as well as the ability to capture data, operate a computer, and collect statistics. Ability to maintain confidentiality. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Provide general clerical support services, including the implementation and monitoring of the Workplace Skills Plan (WSP). Coordinate training logistics, including booking venues, preparing training materials, circulating invitations, and maintaining attendance registers. Capture and update HRD information on PERSAL and relevant internal systems. Receive, register, and route correspondence accordingly. Maintain HRD databases, filing, and record management systems. Assist with the administration of bursaries, internships, and learnership programmes—Liaise with internal stakeholders regarding training arrangements. Compile basic training reports and statistics as required. Provide general administrative support to the HRD unit.
<u>ENQUIRIES</u>	:	Ms O. Lesejane Tel No: (053) 830 2106
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 21/210</u>	:	<u>DRIVER REF NO: NCDOH 71/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Provincial Office (Kimberley) (X1 Post) Dr Arthur Letele Medical Depot (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 certificate/standard 8 qualification, Code 08/10 driver's licence, valid Professional Drivers Permit will be an added advantage.
<u>DUTIES</u>	:	Driver motor vehicle to transport passengers and deliver mail/correspondence. Ensure the allocated motor vehicle is maintained and defects are reported. Render clerical support and messenger services in the Department.
<u>ENQUIRIES</u>	:	Ms L. Fritz Tel No: (053) 830 0601 (Provincial Office) Mr GM Mentoor, Ms HM Bothma Tel No: (053) 830 2700 (Dr Arthur Letele Medical Depot)
<u>APPLICATIONS</u>	:	For Provincial Office: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered. For Dr Arthur Letele Medical Depot: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.
<u>POST 21/211</u>	:	<u>MORTUARY ATTENDANT REF NO: NCDOH 72/2026 (X1 POST)</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Connie Vorster Hospital
<u>REQUIREMENTS</u>	:	Abet (Grade 1-9). No working experience required. Knowledge requirements – Batho Pele Principles, Public Service act, Customer care, Code of Conduct, medico legal policies, Patient's rights.
<u>DUTIES</u>	:	Receiving of corpses within the institution – record received corpses, registering of corpses, transportation of corpses to and from hospitals, ensure that the name tags correspond with the records and register. Storage of

corpses – check the temperature of the fridge daily, place the corpse in the cold fridge shelves, ensure that the box number corresponds with the shelves in which the corpse has been stored, completion of the TPH Registers, provide support with the conducting of/and audit of the corpse's length of stay in the mortuary, report challenges to supervisor timely. Assist in the identification and preparation of corpses – identify and prepare the corpse for viewing, prepare the corpse for post-mortem and identification, prepare the body for pauper's burial, sign off the corpse from the TPH and removal form. Report mortuary equipment that require maintenance – ensure cleanliness of the mortuary fridge and shelves, ensure effective utilization of the chemical in line with the infection control measures. Removal of the corpse – assist government officials and undertakers during the removal of the corpse, release of corpse to family or funeral directors.

ENQUIRIES : Mr MC Joka or Mr ND Mohamad Tel No: (053) 861 4770
APPLICATIONS : Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za
 Applicants must complete an application register when an application is hand delivered.

POST 21/212 : **CLEANER REF NO: NCDOH 73/2026 (X21 POSTS)**

SALARY : R144 204 per annum (Level 02)
CENTRE : Robert Mangaliso Sobukwe Hospital (X3 Posts)
 Kuruman Hospital (X2 Posts)
 Tshwaragno Hospital (X2 Posts)
 Dr Harry Surtie Hospital (X3 Posts)
 Postmasburg Hospital (X3 Posts)
 Connie Vorster Hospital (X3 Posts)
 Springbok Hospital (X1 Post)
 Provincial Office (X4 Posts)

REQUIREMENTS : Abet (Grade 1-9), no experience required.
DUTIES : To render general work/cleaning services. Provision of cleaning services – collect and removing of waste papers, freshen office areas, emptying and cleaning dirt bins, cleaning walls, windows and doors, dusting, and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, Clean general kitchens - refilling hand wash liquid soap, replace toilet papers, hand towels and refreshners, empty and wash waste bins, Keep and maintain cleaning materials and equipment – report broken cleaning machines and equipment, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use, request cleaning material.

ENQUIRIES : Ms. M Visser / Dr E. Olivier Tel No: (053) 802 2911 (For Robert Mangaliso Sobukwe Hospital)
 Mr LI Moemedi Tel No: (053) 775 1149, for Kuruman and Tshwaragano Hospital (John Taolo Gaetsewe District)
 Mr JP Berend Tel No: (054) 332 9094 (Dr Harry Surtie Hospital)
 Mr. F. van Neel Tel No: (054) 337 0600 (Postmasburg Hospital)
 Mr N. Mohammad Tel No: (053) 861 4770 (Connie Vorster Hospital)
 Mr D. Grootboom/Ms E. Cloete Tel No: (027) 712 1601 (Springbok Hospital)
 Ms L. Fritz Tel No: (053) 8300 601 (Provincial Office)

APPLICATIONS : **For Robert Mangaliso Sobukwe Hospital:** Please note applications can be hand delivered to HRM 3rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

For Kuruman and Tshwaragano Hospital (John Taolo Gaetsewe District): Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nchealthhr-itq@ncpg.gov. All applicants must complete an application register when an application is hand delivered.

For Dr Harry Surtie Hospital: Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

For Postmasburg Hospital: Applications must be e-mailed to nhealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. All applicants must complete an application register when an application is hand delivered.

For Connie Vorster Hospital: Application must be e-mailed to nhealthhr-fbd@ncpg.gov.za, hand delivered or couriered via postal services to 119 Green Street, Riveria, Kimberley. All applicants must complete an application register when an application is hand delivered.

For Springbok Hospital: Application must be e-mailed to eaclote@ncpg.gov.za and hand delivered or couriered via postal services to 7 River Street, Springbok, Postal address: Private Bag X10, Springbok, 8240.

For Provincial Office: Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nhealthhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

<u>POST 21/213</u>	:	<u>LAUNDRY AID REF NO: NCDOH 74/2026 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 204 per annum (Level 02)
	:	Robert Mangaliso Sobukwe Hospital (X1 Post)
	:	Postmasburg Hospital (X1 Post)
	:	Connie Vorster Hospital (X2 Posts)
	:	Prieska Hospital (X1 Post)
	:	Kuruman Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Abet (Grade 1-9). No experience is required. Competencies: Possess strong attention to detail and a desire to work efficiently. The employees must also have a drive to work thoroughly without cutting corners, in order to properly care for each article.
<u>DUTIES</u>	:	Clean the laundry area and operate various machines in the laundry (i.e., washing, drying, and pressing). Iron, fold, and pack laundered items, then seal the linen or clothes bags. Collect and deliver / linen / cloths. Sort, count, and record dirty linen / clothes. Report any machine defaults to the supervisor.
<u>ENQUIRIES</u>	:	Ms. M Visser Tel No: (053) 802 2911 (Robert Mangaliso Sobukwe Hospital) Mr. F. van Neel Tel No: (054) 337 0600 (Postmasburg Hospital) Mr ND Mohamad Tel No: (053) 861 4770 (Connie Vorster Hospital) Mrs B Jack HRA – District Office/ Tel No: (053) 632 4000 (Prieska Hospital) Mr LI Moemedi Tel No: (053) 775 1149 (Kuruman Hospital)
<u>APPLICATIONS</u>	:	For Robert Mangaliso Sobukwe Hospital: Please note applications can be hand delivered to the HRM 3rd Floor Admin Building or E-Mailed at rmsshr@ncpg.gov.za All applicants must complete an application register when an application is hand delivered. For Postmasburg Hospital: Applications must be e-mailed to nhealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. All applicants must complete an application register when an application is hand delivered. For Connie Vorster Hospital: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered For Prieska Hospital: Applications must be emailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal to Van der Merwe Street, De Aar,7000. All applicants must complete an application register when an application is hand delivered For Kuruman Hospital: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nhealthhr-itq@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered

<u>POST 21/214</u>	:	<u>FOOD SERVICE AID REF NO: NCDOH 75/2026 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 204 per annum (Level 02)
	:	Dr Harry Surtie Hospital (X1 Post)
	:	Postmasburg Hospital (X1 Post)
	:	Connie Vorster Hospital (Frances Baard District) (X2 Posts)
	:	Priekska Hospital (Pixley Ka Seme District) (X1 Post)
	:	Kuruman Hospital (John Taolo Gaetsewe District) (X1 Post)
<u>REQUIREMENTS</u>	:	Abet (Grade 1-9). No experience is required.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack, and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for.
<u>ENQUIRIES</u>	:	Mr JP Berend Tel No: (054) 332 9094 (Dr Harry Surtie Hospital)
	:	Mr. F. van Neel Tel No: (054) 337 0600 (Postmasburg Hospital)
	:	Mr ND Mohamad Tel No: (053) 861 4770 (Connie Vorster Hospital)
	:	Ms B. Jack Tel No: (053) 632 400/406 (Prieska Hospital, Pixley Ka Seme District)
	:	Mr LI Moemedi Tel No: (053) 775 1149 (Kuruman Hospital)
<u>APPLICATIONS</u>	:	For Dr Harry Surtie Hospital: Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.
	:	For Postmasburg Hospital: Applications must be e-mailed to nhealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered
	:	For Connie Vorster Hospital: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.
	:	For Prieska Hospital, Pixley Ka Seme District: Application must be e-mailed to nhealthhr-Pixley@ncpg.gov.za or hand delivered or couriered via postal services to Van der Merwe Street, De Aar, 7000. Applicants must complete an application register when an application is hand delivered.
	:	For Kuruman Hospital: Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.
<u>POST 21/215</u>	:	<u>GROUNDSMAN REF NO: NCDOH 76/2026 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R144 204 per annum (Level 02)
	:	Dr Harry Surtie Hospital
<u>REQUIREMENTS</u>	:	Abet (Grade 1-9). No experience required.
<u>DUTIES</u>	:	Maintenance of premises and surroundings. Clean premises and surroundings. Empty dirt bins. Maintain the garden. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
<u>ENQUIRIES</u>	:	Mr JP Berend Tel No: (054) 332 9094
<u>APPLICATIONS</u>	:	For Dr Harry Surtie Hospital: Please note applications can be hand delivered at the Human Resource offices at Dr Harry Surtie Hospital, couriered via postal services to C/O Upington 26 Drive and Turner Street, Upington 8801 or E-Mailed at vacancies.dhsh@ncdoh.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 21/216 : **PORTER REF NO: NCDOH 77/2026 (X3 POSTS)**

SALARY : R144 204 per annum (Level 02)

CENTRE : Robert Mangaliso Sobukwe Hospital (X2 Posts)
Kuruman Hospital (X1 Post)

REQUIREMENTS : Abet (Grade 1-9). No experience required.

DUTIES : To render porter services to the institution – transport patients from registration points to different clinical areas within the hospital, transport corpses from wards to mortuary, where applicable, assist to transport patients to ambulances and vehicles, clean stretchers and wheel chairs after usage.

ENQUIRIES : Ms. M Visser Tel No: (053) 802 2911 (Robert Mangaliso Sobukwe Hospital)
Mr LI Moemedi Tel No: (053) 775 1149 (Kuruman Hospital)

APPLICATIONS : **For Robert Mangaliso Sobukwe Hospital:** Please note applications can be hand delivered to HRM 3rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmshhr@ncpg.gov.za
For Kuruman Hospital Please note applications can be hand delivered to 1 Petso Street, Kagisho Health Centre, Mothibistad or E-Mailed at nhealthhr-jtg@ncpg.gov.za All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Applications must be submitted to Human Capital Management, Department of Arts, Culture, Sports and Recreation, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho or email to ACSRJOBS@nwpg.gov.za . Applicants are required to indicate the reference number and post job title in the subject line for all email applications and all attachments including the Z83 and CV must be one PDF document. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.
- FOR ATTENTION** : The Head of Department
- CLOSING DATE** : 17 July 2026
- NOTE** : Compliance: Applications must be submitted on the approved New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated, however, the initial on the second page of the form is not mandatory. The form is obtainable any Public Service Department or on the DPSA website, www.dpsa.gov.za . Applicants must indicate the post and the correct reference number on the Z83 application Form. The New Z83 Form must be accompanied by detailed Curriculum Vitae clearly indicating positions held, period in the position and key responsibilities with three contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 03 of 2025 states that the form must be completed in manner that provides sufficient information about the candidate and the post applied for by completing all relevant fields. Please note that Part A must be fully completed. Part B, C and D questions of the Z83 may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for. Part E, F and G do not need to be completed if the CV has been attached and provides the required information. However, the question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants currently employed by the public service do not need to complete the section as it is intended for those seeking re-employment. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. All shortlisted candidates, including 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification, verification of any dismissal for misconduct and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if he/she is not a Director/Shareholder of a company or conducting

any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointments. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 21/217** : **CHIEF FINANCIAL OFFICER REF NO: 2026/ACSR01/NW**
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.
- CENTRE REQUIREMENTS** : Head Office, Mmabatho
: Grade12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 as recognised by SAQA in Financial or Accounting management and related field. A minimum of five (5) years relevant experience at Senior Management level. A valid driver's license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Attributes / Competencies / Knowledge and Skills: Advanced communication skills, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, problem solving and analysis, knowledge management, negotiation skills and analytical skills are a prerequisite. Financial management and management accounting. Strategic capability leadership. Programme and project management. People management and empowerment. Change management and stakeholder management. Good understanding of government policies, programmes, and strategies. Knowledge of the Constitution, Public Service Act, Public Service Regulatory Framework, Public Finance Management Act, Medium Term Expenditure Framework and Budget process, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes, financial accounting (including principles of GAAP/GRAP).
- DUTIES** : Provide strategic direction, leadership, and management in the Financial Management Unit of the Department. Ensure development and implementation of the Strategic Plan, Annual Performance Plan. Ensure development and implementation of policies, procedures, and controls in all units reporting to the CFO, for implementation departmentally. Ensure coordination of departmental budgeting processes as required by the PFMA. Budget, Expenditure and Revenue Management. Provide Financial Accounting services (salaries administration, payment of service providers, banking management as well as oversee submission of interim and annual financial statements, and reporting). Provide Supply Chain Management services (Demand, Acquisition, Logistics, Asset Management, Supplier Performance, and tender administration). Provision and management of transport management services. Ensure mechanisms in place to prevent and detect unauthorized, irregular and fruitless and wasteful expenditure and losses. Provision and management of Internal Control services. Coordination of all audits and facilitate development, implementation, and monitoring of Post Audit Action Plans. Preparation of reports to oversight. Implementation of the Performance Management and Development System to ensure performance contracting, management, assessments, and rewards. Provide support and advice to the Accounting Officer in line with the responsibilities of the CFO.
- ENQUIRIES** : Ms. Waliyya Jacobs Tel No: (018) 388 2719
- POST 21/218** : **CHIEF DIRECTOR: SPORT AND RECREATION REF NO: 2026/ACSR02/NW**
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of

**CENTRE
REQUIREMENTS**

applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

: Head Office, Mmabatho
: Grade12 Certificate. Degree / Advanced Diploma/ B-Tech at NQF Level 7 in Management / Administration (as recognised by SAQA). A qualification with major subjects in the field of Sport Administration / Science will serve as an added advantage. A minimum of five (5) years relevant experience at Senior Management level. A valid driver's license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities. Good communication, managerial, organizational and writing skills. Strong negotiation and interpersonal skills. Ability to interact at a high level. Competencies and skills: Strategic capability and leadership. People management and empowerment. Capability and leadership. Programme and project management. Financial management. Change management. Service delivery innovation. Problem solving and analysis. Communication. Honesty and integrity and the Batho Pele Principles.

DUTIES

: Provide strategic direction, leadership, and management in the Sport and Recreation Unit of the Department. Development, Implementation, and monitoring of the Provincial Sport and Recreation Management Policy. Ensure development and implementation of the Strategic Plan, Annual Performance Plan. Development and implementation of policies, and procedures for Sport and Recreation. Develop and implement strategies for all sporting codes. Manage and co-ordinate implementation of community sport, school sport, and performance of sports. Planning, monitoring and implementation of the sport and recreation activities. Planning, implementation and monitoring of Sport performance. Manage and co-ordinate implementation of recreation programmes. Ensure functionality, sustainability, and provide support to the Recreation Centres and Trading Entities. Ensure Sport and Recreation stakeholder management. Ensure development, alignment and implementation of the business strategies of North West Sport commission, North West sport confederation and PROREC to the departmental priorities. Consolidation of the sport and recreation performance report on a monthly, quarterly, and annually. Preparation of reports to oversight. Monitor implementation of Sport Infrastructure development and provide periodic reports. Implementation of the Performance Management and Development System to ensure performance contracting, management, assessments, and rewards.

ENQUIRIES

: Ms. Waliyya Jacobs Tel No: (018) 388 2719

POST 21/219

: **DIRECTOR: SPORTS REF NO: 2026/ACSR03/NW**

SALARY

: R1 317 384 per annum (Level 13), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

**CENTRE
REQUIREMENTS**

: Head Office, Mmabatho
: Grade12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 as recognised by SAQA in Sports Management / Administration / Biokinetics or relevant equivalent qualification. A minimum of five (5) years relevant experience at Middle / Senior Management level. A valid driver's license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the Sports industry and management. In depth knowledge of government legislation, policies, provincial and national plan of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change management and knowledge management skills. Programme management and service delivery innovation. Skills: Problem, solving and analytical skills. Client orientation and customer focus. Strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Communication skills (verbal & written). Negotiation skills. Report Writing. Presentation skills. Computer literacy.

DUTIES : Provide strategic direction, leadership, and management in Sport Management. Ensure Policy Development, Implementation, and monitoring. Ensure development and implementation of the Strategic Plan, Annual Performance Plan for the Unit. Develop and implement strategies for all sporting codes. Manage and co-ordinate implementation of community sport, school sport, and high performance programmes. Ensure planning, monitoring and implementation of the sport and recreation activities. Plan, implement and monitor Sport performance. Plan, develop and formulate sports strategies for all sporting codes in collaboration with the North West Provincial Sport Confederation and federations. Develop, implement and monitor the Mass Participation Conditional Grant Business Plan as per the National Grant Framework. Collate performance reports, portfolio of evidence, and prepare monthly, quarterly, and annual reports, listings. Conduct performance verification and quarterly compliance assessment on the performance of the North West Academy of Sports and Provincial Sport Confederation, and any funded entity. Ensure sports stakeholder management. Implement the Performance Management and Development System to ensure performance contracting, management, assessments, and rewards.

ENQUIRIES : Ms. Waliyya Jacobs Tel No: (018) 388 2719

POST 21/220 : **DIRECTOR: RECREATION REF NO: 2026/ACSR04/NW**
Re-advertisement

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE : Head Office, Mmabatho
REQUIREMENTS : Grade12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 (as recognised by SAQA) in Recreation Management / Administration or relevant equivalent qualification. A minimum of five (5) years relevant experience at Middle / Senior Management level. A valid driver's license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the Recreation industry and management. In depth knowledge of government legislation, policies, provincial and national plan of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations. Change management and knowledge management skills. Programme management and service delivery innovation. Skills: Problem, solving and analytical skills. Client orientation and customer focus. Strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Communication skills (verbal & written). Negotiation skills. Report Writing. Presentation skills. Computer literacy.

DUTIES : Provide strategic direction, leadership, and management in Recreation Management. Policy Development, Implementation, and monitoring. Ensure development and implementation of the Strategic Plan, Annual Performance Plan for the Unit. Develop and implement strategies for all recreation programmes. Manage and co-ordinate implementation of recreation programmes. Planning, monitoring and implementation of the recreation activities. Develop, implement and monitor the Mass Participation Conditional Grant Business Plan as per the National Grant Framework. Collating performance reports, portfolio of evidence, and prepare monthly, quarterly, and annual reports, listings. Conduct performance verification and quarterly compliance assessment on the performance of Provincial Recreation Council (PROREC). Recreation stakeholder management. Implement recreation activities in municipal areas in partnership with local municipalities and the other stakeholders. Provide oversight, and support in the management of the recreation centres. Develop strategies to ensure sustainability of recreation centres. Implementation of the Performance Management and Development System to ensure performance contracting, management, assessments, and rewards.

ENQUIRIES : Ms. Waliyya Jacobs Tel No: (018) 388 2719

POST 21/221 : **DISTRICT DIRECTOR: DR KENNETH KAUNDA DISTRICT REF NO: 2026/ACSR05/NW**
Re-advertisement

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Dr Kenneth Kaunda District Office, Potchefstroom
Grade12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 (as recognised by SAQA) in Social Science, Management or Administration. A Postgraduate qualification in Administration / Management will serve as an added advantage. A minimum of five (5) years relevant experience at Middle / Senior Management level. A valid driver license. An SMS pre-entry programme must be completed and a Nyukela Certificate be obtained and submitted before an appointment can be considered. Knowledge: Extensive knowledge and understanding of the industry and management. In depth knowledge of government legislation, policies, provincial and national plan of action. A high level of financial and people management skills. The ability to inspire staff and communicate effectively in a wide range of situations Change management and knowledge management skills. Program management and service delivery innovation. Problem, solving and analytic skills. Client orientation and customer focus, strong strategic management and leadership abilities. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies communication skills (verbal & written). Negotiation skills. Report writing. Presentation skills. Computer literacy.

DUTIES : Ensure the development and implementation of the district strategic plan, annual performance plans (targets) and annual operational plans. Plan and manage the District budget in line with PFMA and Treasury Regulations. Ensure district performance implementation, monitoring, reporting for all programmes (Arts, Culture, Sport, Recreation and Library services). Liaise with and manage stakeholders relations in the District. Coordinate implementation of services through service points, libraries, museums, and recreation centres, and all other facilities in the district. Ensure coordination and management of service points and facilities in the district. Participate in District Development Model (DDM) related activities. Attend all IGR forum meetings and provide reports to the Accounting Officer. Collate performance reports, portfolio of evidence, and prepare monthly, quarterly, and annual reports, listings. Implement the Performance Management and Development System to ensure performance contracting, management, assessments, and rewards.

ENQUIRIES : Ms. Waliyya Jacobs Tel No: (018) 388 2719

OTHER POSTS

POST 21/222 : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF NO: 2026/ACSR06/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
Grade 12 Certificate. Degree/ Advanced Diploma/ B-Tech at NQF Level 7 (as recognised by SAQA) in Public Administration/Management or relevant equivalent qualification. A minimum of five (5) years relevant experience of which three (3) must be at Assistant Director level. A good understanding of Government's broader transformation policies and Initiatives, with a focus on human rights, disability, women, youth and children. Knowledge of the Employment Equity Act and other appropriate legislations. An understanding of national and international events, including commemoration days aimed at increasing awareness on human rights, women, youth, children and disability issues. Skills: Knowledge of project management; Good communication, analytical, report writing, change management and stakeholder engagement skills. Attention to detail.

DUTIES : Development of policies, strategies, implementation plans on change management, service delivery and special programmes. Implement the culture shift intervention and transformation programmes. Coordinate Batho Pele change engagement programmes. Ensure the implementation of the Employment Equity Plan in the Department. Coordinate awareness programmes on employment equity in the Department. Mainstreaming of Gender, Disability, Youth and Children Rights issues within the core business of the Department. Monitor and evaluate equity (Gender, Disability, Youth issues). Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects. Drive implementation of the National Strategic Plan on Gender-Based Violence and Femicide. Compile and submit periodic qualitative and quantitative reports regarding equity matters. Manage the Sub-Directorate: Special Programmes.

ENQUIRIES : Mr M Mosimane Tel No: (018) 388 2851

POST 21/223 : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING MAINTENANCE REF NO: 2026/ACSR07/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE REQUIREMENTS : Head Office, Mmabatho
Grade 12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 (as recognised by SAQA) in Civil Engineering or Architecture or Quality Surveying. Registration with a relevant stationary council, such as the Engineering Council of South Africa (ECSA). A minimum of five (5) years relevant experience of which three (3) must be at Assistant Director in a management environment, project management and high level financial and supply chain management (tender / procurement procedures). Ability to plan manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcome in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of Sport, Arts and Culture. Demonstrate advanced knowledge with regard to the PFMA, GIAMA, DORA, Treasury Regulations, the Public Service Regulations and other related prescripts, as well as the ability to implement such. Knowledge of the concepts of financial planning, budgeting and cash flow forecasting. Computer literacy; Analytical thinking, problem-solving abilities; Accuracy in fact finding and reporting; Initiative, self-motivated, reliability, integrity, honesty, ethical behaviour, creativity and assertiveness; Proven skills in respect of planning and organising. NB: Registration with a relevant statutory council such the Engineering Council of South Africa (ECSA) will serve as an added advantage.

DUTIES : Manage the department infrastructure portfolio. Develop and implement infrastructure management policies, procedures, and systems. Develop Departmental Infrastructure Plan in collaboration with core programmes. Ensure alignment between the infrastructure planning and budgeting. Ensure implementation and management of internal projects. Coordinate, monitor, and report work executed by Implementing Agents. Ensure compliance with the requirements of the PFMA, GIAMA, DORA, Treasury Regulations, Public Service Acts Public Service Regulations and other related prescripts. Undertake infrastructure risk management, planning, estimating, budgeting and prioritisation. Perform programme reviews. Infrastructure Project Management. Ensure infrastructure reporting. Supervise personnel.

ENQUIRIES : Mr M Mosimane Tel No: (018) 388 2851

POST 21/224 : **DEPUTY DIRECTOR: POLICY RESEARCH AND DEVELOPMENT REF NO: 2026/ACSR08/NW**

SALARY : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.

CENTRE : Head Office, Mmabatho

- REQUIREMENTS** : Grade 12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 as recognised by SAQA in Public Administration or field of Development studies. Postgraduate qualification would be an added advantage. A minimum of five (5) years relevant experience of which three (3) must be at Assistant Director level. A valid driver's license. Ability to think and act transversally. Understanding of qualitative and spatial implication of growth and development at various scales, policy framework, both nationally and logically, that impact on and directly affected delivery of programmes. Knowledge of applicable policies, strategies, guidelines and cycle. Sound understanding of departmental operations. Knowledge of the policies of the Government of the day, global, regional and local political economic and social affairs impacting on the Provincial government of the North West, Knowledge of public participation process and provincial social dialogue structure. Strong conceptual and formulation skills. Project management skills. Excellent communication skills. Strong leadership Skills. Team building and strong interpersonal skills. Planning and organising skills. Computer Literacy. Ability to render advice and guidance. Ability to persuade and influence. Ability to handle conflict.
- DUTIES** : Coordinate Policy development processes in the department. Provide support in the development, analysis and review of policies and strategies. Provide support and research capacity to programmes. Coordinate development, implementation and report on departmental research agenda. Support programmes in conducting evaluation of programmes. Resource Management. Supervise personnel.
- ENQUIRIES** : Mr M Mosimane Tel No: (018) 388 2851
- POST 21/225** : **DEPUTY DIRECTOR: CULTURAL AFFAIRS REF NO: 2026/ACSR09/NW**
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package). The inclusive remuneration package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign an employment contract.
- CENTRE REQUIREMENTS** : Bojanala District Office, Rustenburg
: Grade 12 Certificate. Degree / Advanced Diploma / B-Tech at NQF Level 7 (as recognised by SAQA) in Arts and Culture related field. A minimum of five (5) years relevant experience of which three (3) must be at Assistant Director level. Knowledge in Arts and Culture programmes, White paper on Arts, Culture and Heritage, National Film and Video foundation Act, Cultural Institution Act, The promotion of access to information service Act, National Arts Council Act, LRA, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's license. Skills: Excellent supervisory human relations, report writing, administrative and organizational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Presentation skills. Research analysis skills. Computer literacy. Proven experience of Office Systems Management. Overall excellent verbal and written communication skills.
- DUTIES** : Provide Management services and coordination in the District. Manage the implementation of Arts, Culture, Heritage, Museums, and Language programmes. Develop District Annual Operational Plan for the programme. Coordinate and provide support during hosting and events and activities. Render support to museums, heritage and language events. Provide expertise on community arts, visual arts performing arts, film and video promotion on the production and marketing of artist arts of artist. Ensure open channels for commercialization of talent and artists products in the local and international market. Ensure growth, development and training for all arts and culture structure. Monitor and evaluate the impact of services delivery on arts, culture, and heritage programmes. Render services to arts and culture structures, and community groups. Prepare monthly, quarterly and annual reports supported by evidence and listings. Develop and Maintain a database of creative sector in the district. Manage arts, culture and heritage budget. Provide support to service points. District Stakeholder Management (in the programme)
- ENQUIRIES** : Mr. Thabo Mabe Tel No: (018) 388 2797

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

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

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 03 July 2026, 17:00PM
- 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.

OTHER POSTS

- POST 21/226** : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: GERIATRIC MEDICINE)**

- SALARY** : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
(A portion of the package can be structured according to the individual's personal needs.)

- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
- Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Geriatric Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Geriatric Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Geriatric Medicine. **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 Geriatric Medicine. **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 Geriatric Medicine. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): FCP(SA) or Equivalent qualification. Certificate in Geriatric Medicine. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical problems. Good organizational skills and ability to perform tasks efficiently. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively.

- DUTIES** : To deliver comprehensive senior clinical services in General Internal Medicine and Geriatrics to patients in a Central or Regional or District Hospital within the Area of Metro East with the aim of supplying consistently safe, cost effective, high quality acute and chronic specialist care to the community. To provide management support within the Division of General Internal Medicine at Tygerberg Academic Hospital as well as the Metro East Geographic Service Area and to report effectively to the authorities for the sake of maintaining and improving geriatric services. To deliver teaching and training to undergraduate and postgraduate students as well as junior professionals. To initiate or participate in clinical research that benefits the service and organisation.

- ENQUIRIES NOTE** : Dr N Schrueder Tel No: (021) 938-5732
- : 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 to health professionals who apply for the first time for registration as Medical Specialist in Geriatric Medicine with the relevant council (including individuals who must apply for a change in registration status). The successful candidate will be joint appointed to the Department of Medicine at Stellenbosch University.

- POST 21/227** : **SENIOR REGISTRAR (MEDICAL) (MEDICINE: INFECTIOUS DISEASES)**
(3-Year Contract)
- SALARY** : R1 395 528 per annum, A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist (Independent Practice) in Internal Medicine. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Knowledge appropriate for approach to investigations of infectious diseases. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts).
- DUTIES** : Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff. Research for fulfilment of the MPhil Degree.
- ENQUIRIES** : Prof M Mendelsohn, email: marc.mendelsohn@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status). Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.
- POST 21/228** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate Rural Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R1 844 151 per annum</p> <p>Paarl Hospital</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large Regional Hospital attached to a teaching institution. Ability to work and make clinical decisions independently. Ability to manage a broad spectrum of medical cases competently. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Ability to provide leadership and management within the Department of Medicine. Excellent individual coping and interpersonal skills and ability to perform well within a multidisciplinary team context. Enthusiasm to attend and present training and educational courses to broaden clinical and managerial skills and knowledge. Ability to communicate effectively. Knowledge and understanding of relevant legislation, hospital procedures and policies.</p>
<u>DUTIES</u>	<p>Provide specialist clinical services and comprehensive medical care to in-patients and out-patients. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students, both under-and postgraduate. Provide outreach and support services at primary care and district level. Coordination of relevant clinical governance and administrative requirements. Complete and submit required medical reports and documentation for legal and administrative purposes. Complete the required CPD activities to maintain registration with the HPCSA.</p>
<u>ENQUIRIES NOTE</u>	<p>Dr E Marcos, email: Emmanuel.Marcos@westerncape.gov.za</p> <p>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 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).</p>
<u>POST 21/229</u>	<p><u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY) (ACUTE SURGERY)</u></p>
<u>SALARY</u>	<p>Grade 1: R1 395 528 per annum</p> <p>Grade 2: R1 592 274 per annum</p> <p>Grade 3: R1 844 151 per annum</p> <p>(A portion of the package can be structured according to the individual's personal needs.)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Tygerberg Hospital, Parow Valley</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in General Surgery. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Grade 3: A minimum of 10 years' appropriate</p>

experience after registration with the HPCSA (or recognized foreign Health Professional Council in the case of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy, database knowledge, research experience, interest in data collection and analysis for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills.

DUTIES : The role involves oversight of both the Acute Care Surgery unit at Tygerberg Hospital, ensuring efficient, high-quality clinical service delivery and alignment with institutional goals for acute and emergency surgical care. It includes supervising and training junior surgical staff, providing structured mentorship and bedside teaching, and contributing to undergraduate and postgraduate academic programs within the Division of General Surgery. The post requires active participation in acute surgery rosters, multidisciplinary patient care, and theatre-based service delivery. It also encompasses engagement in quality assurance, governance, and data-driven improvement initiatives, including morbidity and mortality reviews, clinical audits, and system redesign projects aimed at strengthening patient flow, safety, and outcomes across the surgical ecosystem.

ENQUIRIES : Dr K Moodley, email: kitesh.moodley@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 registration as Medical Specialist in General Surgery with the relevant council (including individuals who must apply for change in registration status)".

POST 21/230 : **REGISTRAR (MEDICAL) (SURGERY: GENERAL)**
 (5-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference presentation). Post community service experience in General Surgery. FCS (SA) intermediate examination.

DUTIES : Teaching. Leadership. Innovation and Research. Clinical Service: Operative. Clinical Governance. Clinical Service: Patient Care.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229 or email: melissa.mohamed@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and

guidelines. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. 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). It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme.

- POST 21/231** : **REGISTRAR (ANAESTHETICS) (X4 POSTS)**
(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** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Knowledge & appropriate use of equipment. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia.
- DUTIES** : Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management.
- ENQUIRIES** : Prof G Nethathe, email: gladness.nethathe@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will

be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV.

- POST 21/232** : **REGISTRAR (MEDICAL) (PLASTIC SURGERY) (X2 POSTS)**
(5-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after-hours call cover are compulsory. Each Registrar will be appointed in a specific training complex but may be required to work across the platform on request. Competencies (knowledge/skills): FCS Part 1 as well as appropriate clinical experience in Surgery, Plastic Surgery, Burns, Hand Surgery and/or Trauma. A current certificate of ATLS and completion of a Basic Surgical Skills course are required. Relevant exposure to Plastic and Reconstructive Surgery, Burns, Hand Surgery, Wound Care, Trauma and peri-operative surgical care. Relevant experience in research / audit / publications, and effective leadership and interpersonal skills.
- DUTIES** : Provision of safe Plastic and Reconstructive Surgery care to patients. Peri-operative care of plastic surgery patients, including emergency, elective, trauma, burns, hand surgery, wound care and reconstructive surgery patients. Participation in Intensive Care and High Care management where relevant. Learn the art and science of Plastic and Reconstructive Surgery, including burns care, hand surgery, soft-tissue reconstruction, wound management, trauma-related reconstruction, congenital and acquired deformities, and relevant microsurgical principles. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to the care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to Plastic and Reconstructive Surgery, Burns, Hand Surgery, Trauma and Wound Care.
- ENQUIRIES** : Dr K Moodley, email: Kitesh.Moodley@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital / institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document.

Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

- POST 21/233** : **REGISTRAR (MEDICAL) (EMERGENCY MEDICINE) (X5 POSTS)**
(4-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Completion of FCEM [SA] part 1. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate clinical experience in Emergency Medicine after registration as a medical practitioner. Academic Development of self and others. Evidence of administrative and medicolegal functions. Professional conduct with all stakeholders.
- DUTIES** : Clinical and corporate governance duties as pertain to services provided at placement. -Contribute to the teaching and training of Health Sciences students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (EM) qualification. To provide emergency related services to patients in designated service areas. To provide supervision and in-service training to junior colleagues and other staff. Academic teaching, training and research. Effective and efficient care of emergency patients.
- ENQUIRIES NOTE** : Ms K Fullard Tel No: (021) 815-8821 or email: kim.fullard@westerncape.gov.za
: 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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will

be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines.

- POST 21/234** : **REGISTRAR (MEDICAL) (RADIATION ONCOLOGY) (X2 POSTS)**
(4-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Emergency and after hour call cover. Competencies (knowledge/skills): Current certificate of ATLS/ACLS. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Oncology or Palliative care experience. Professionalism, good communication and interpersonal skills, being a team player and leadership. Research methodologies. Other degrees or diplomas e.g. Diploma in Palliative Medicine, DiP PEC, etc.
- DUTIES** : Radiotherapy planning and treatment skills development. Provision of appropriate Oncology care to cancer patients according to accepted protocols under the guidance of the Consultant Radiation Oncologist. Attending to Oncology patients in clinic and ward settings. Administrative tasks required for optimal patient care and well-organised and efficient clinics and wards. Improving and updating knowledge through participation in teaching and training sessions and self-learning. Participation in the academic activities and teaching responsibilities of the division. Mentor, support, and assist junior colleagues. Involvement in research/audits relating to Radiation Oncology. Participation in performance appraisals/assessments.
- ENQUIRIES** : Prof Z Mohamed Tel No: (021) 404-4263
- 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). Please ensure that you attach an updated CV. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.

<u>POST 21/235</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate Rural Health Services
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Paarl Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. One (1) year's relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of Five (5) appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Valid (Code B/EB) driver's license, willingness, and ability to travel. Competencies (knowledge/skills): Appropriate experience in Internal Medicine. Proven experience in procedural skills, appropriate to the field of Internal Medicine. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Good professional attitude. Communication skills.
<u>DUTIES</u>	:	Provide efficient and affordable high-quality Internal Medicine care to patients served by the hospital and the Rural West Ecosystem, ensuring both productivity and excellence. Provide service professionally and ethically. To serve as role model and clinical mentor to junior doctors and associated clinical staff by setting an example of an exemplary medical practitioner. Establish a supportive learning environment for junior staff and students at undergraduate level. Provide Outreach and Support services to the Rural West Ecosystem. Maintain positive and collaborative relationships with patients, nursing staff, colleagues, and referral services at both district and tertiary levels. Prepare and submit all necessary medical reports and documentation to fulfil legal and administrative requirements. Undertake the necessary Continuing Professional Development (CPD) activities to uphold your registration status with the HPCSA.
<u>ENQUIRIES NOTE</u>	:	Dr E Marcos, email: Emmanuel.Marcos@westerncape.gov.za 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. Candidates will be subjected to a practical/written and oral assessment.
<u>POST 21/236</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> West Coast Health District
<u>SALARY</u>	:	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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

<u>CENTRE REQUIREMENTS</u>	: Mooreesburg CDC, Swartland Sub-district : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to relieve at Primary Health Care Clinics within the Sub-district Valid (Code B/EB) driver's license. Willingness to rotate. Willingness to partake in the Commuted Overtime system at Radie Kotze and Lapa Munnik Hospital. Competencies (knowledge/skills): Ability to function / make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	: Clinical Service Provision District Hospital. Forensic service provision. Clinical Service Provision Primary Health Care. Quality Assurance. Support to Clinical Manager. Training and Development.
<u>ENQUIRIES</u>	: Dr J Brownbridge Tel No: (022) 487-9200
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 21/237</u>	: <u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	: Western Cape Rehabilitation Centre : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Finance, Accounting, Public Financial Management, Commerce or Supply Chain Management. Experience: Appropriate experience in financial management and expenditure control in terms of the PFMA and Treasury Instructions. Appropriate experience in Supply Chain Management, including demand, acquisition, contract management, asset management and stock management. Appropriate experience in patient administration, revenue management and medical records. Appropriate experience in Information management and the use of health information systems for reporting and decision-making. Appropriate supervisory and managerial experience with responsibility for multi-disciplinary teams. Appropriate experience in implementation and monitoring of financial systems, internal controls and compliance frameworks. Appropriate experience in the compilation of Annual financial Statements for the Hospital facility Board. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to function within a high demand multi-disciplinary environment. Skills in

- Financial accounting, technical systems BAS and LOGIS. Analytical and management skills and the ability to adhere to deadlines. Computer literacy in MS Office applications.
- DUTIES** : Overall leadership and management of the Finance Component. Management of Supply Chain Management, including demand, acquisition, contract and asset management. Budget planning, allocation, monitoring and expenditure control. Implementation and support of Functional Business Units (FBUs). Oversight of patient administration, Case Management, billing, revenue management and medical records governance. Institutional information management, data quality and statutory reporting. Ensuring compliance with PFMA, Treasury Instructions and all applicable prescripts. Performance management, development and discipline of staff within the Finance Component. Serving as a member of the hospital management exec team and advising management on all finance and SCM matters. Serving as the finance advisory to the Hospital Facility Board.
- ENQUIRIES** : Ms F Peters Tel No: (021) 370-2316
- NOTE** : No payment of any kind is required when applying for this post.
- POST 21/238** : **FACILITY MANAGER (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services
- SALARY** : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Delft CHC
- REQUIREMENTS** : Minimum educational qualification: Appropriate three year Diploma/Degree in a Health related or Managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge / skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health Sector experience. Computer literacy (MS Office).
- DUTIES** : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes and Monitoring and evaluation thereof. Sound financial, Supply Chain Management, facilities management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with internal and external customers. Information and data management. Stakeholder Engagement.
- ENQUIRIES** : Mr A Patientia Tel No: (021) 815-8866
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.
- POST 21/239** : **COUNSELLOR GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R741 102 per annum
Grade 2: R844 128 per annum
Grade 3: R953 094 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Khayelitsha/ Eastern Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-structure/ district to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and

identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-structure and district mental health teams.

ENQUIRIES : Ms N Peton Tel No: (021) 360- 4633
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 21/240 : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES GRADE 1**
 Chief Directorate: Emergency Clinical and Services Support

SALARY : R664 410 per annum
CENTRE : Directorate: Service Priorities Coordination
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the HPCSA as a Physiotherapist or Occupational Therapist or Speech Therapist and Audiologist or Speech Therapist or Audiologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist or Occupational Therapist or Speech Therapist and Audiologist or Speech Therapist or Audiologist. Experience: A minimum of 3 years' experience after registration with the HPCSA as a Physiotherapist or Occupational Therapist or Speech Therapist and Audiologist or Speech Therapist or Audiologist. Inherent requirement of the job: Willingness to work overtime when required. Willingness to travel. A valid (Code B/EB) driver's license and ability to drive. Competencies (knowledge/skills): Knowledge of international, national and provincial policies, legislation and guidelines related to disability, rehabilitation, eye care, palliative care and ageing services. Project or programme planning, coordination and implementation within health systems. Understanding of clinical governance, quality assurance, monitoring and evaluation, and risk mitigation in health and rehabilitation services. Strong analytical skills and ability to interpret data for service planning and quality improvement. Computer literacy, written and verbal communication skills. Stakeholder engagement, collaboration and system-level problem-solving. Understanding of rehabilitation and healthcare ecosystems within the broader provincial health system.

DUTIES : Provide technical, programme and implementation support for disability, rehabilitation, eye care, palliative care and care of the elderly programmes. Lead and support the development, review and implementation of guidelines,

standard operating procedures and service delivery models. Provide technical input into national and provincial tenders for assistive technologies, rehabilitation and eye care equipment and therapeutic materials. Lead and support the development, implementation, monitoring and evaluation of service delivery projects and initiatives to inform planning and quality improvement. Support intersectoral collaboration with government departments, higher education institutions and other partners.

ENQUIRIES : Dr H Goeiman Tel No: (021) 815-8769
NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment.

POST 21/241 : **OPERATIONAL MANAGER NURSING (GENERAL)**
 Cape Winelands Health District

SALARY : R571 161 per annum, (plus, a non-pensionable rural allowance of 8% of the basic annual salary only applicable for Langeberg Sub District)

CENTRE : Montagu Hospital, Langeberg Sub-district
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'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 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: Work after-hours, weekends and public holidays when required. Perform Standby duties for Hospital. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organizational skills. Knowledge of health applications i.e. Clinicom, SINJANI and HECTIS.

DUTIES : Effective management of nursing care, which includes effective utilization of human, financial and physical resources in the generic ward. Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures Provision of effective support and standby duty for Nursing Management Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter-professional and multi-disciplinary teamwork.

ENQUIRIES : Mr. EJ Van Zyl Tel No: (023) 614-8102
NOTE : No payment of any kind is required when applying for this post. Shortlisting candidates will be subject to a competency- based assessment.

POST 21/242 : **RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY)**

SALARY : Grade 1: R510 906 per annum
 Grade 2: R598 260 per annum
 Grade 3: R703 785 per annum

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as a Radiographer in Radiation Oncology in respect of SA qualified employees. One-year relevant experience after registration with the HPCSA as a Radiographer in Radiation Oncology 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 as a Radiographer in Radiation Oncology in respect of RSA-

qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as a Radiographer in Radiation Oncology 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 as a Radiographer in Radiation Oncology in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as a Radiographer in Radiation Oncology 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: Do an afterhours on call service as rostered. Work late when deemed necessary to fulfil operational requirements. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Good computer skills especially with Ms Excel, MS PowerPoint, MS Word and Aria Management System. Knowledgeable of radiotherapy protocols and standard operating procedures.

DUTIES

: Perform and assist with co-ordination of treatment and/or planning and/or CT simulations and/or Quality Assurance and -related radiotherapy activities with RTTs, Community Service and student RTTs ensuring effective patient throughput. Safe handling of patients and assist in patient positioning and immobilization. Accustomed with linear accelerators, orthovoltage treatments, ARIA and/or Eclipse planning systems. Ensure patients are accurately treated and/or planned and/or CT simulations, according to Clinicians' instructions and give administrative and information support to the Chief RTT. Quality Assurance of treatment and/or planning of patients, ensuring optimal work is executed. Administer appropriate patient care and perform quality assurance procedures on the treatment floor and/or planning and/or CT. Participate in continuing professional development to maintain HPCSA points and attend departmental lectures and assist with in-service training of Radiation Therapists, students and other visiting staff. Assist medical physicists in quality control of Oncology equipment and safe handling of Oncology equipment. Monitor and keep stock of consumables and assets within the section. Liaise with staff of all levels within, and occasionally outside, the Division on issues pertaining to the assigned patients.

ENQUIRIES
NOTE

: Ms L Jaftha Tel No: (021) 404-4292
 : 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 21/243

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

SALARY

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

CENTRE
REQUIREMENTS

: Knysna CDC, Knysna/Bitou Sub-district
 : 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 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 requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime and assist at other clinics, mobiles, satellites within the Sub District, when there is a need. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills verbal and written. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

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

ENQUIRIES : Ms PM Peters Tel No: (044) 302 - 8400
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

POST 21/244 : **PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: (MEDICAL WARD – TRACHY HOME CARE)**

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

CENTRE : Red Cross War Memorial Children's Hospital
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: Child Nursing Science (R212). OR A 4 year Bachelor's 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 Child Nursing. Registration with a professional council: Registration with 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 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, public holidays, after-hours, night duty and weekend cover for nursing. Deputizing for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. 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. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.

DUTIES : Provide comprehensive specialized nursing care provided within a professional/legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and

health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to supervisor and nursing division.

**ENQUIRIES
NOTE**

- : Ms M Franken Tel No: (021) 658-5187
- : 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 diploma in the relevant specialty.

POST 21/245

- : **ANALYST DEVELOPER: SUPPLY CHAIN MANAGEMENT GOVERNANCE (SYSTEMS) (X2 POSTS)**
- : Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

- : R487 197 per annum
- : Head Office, Cape Town (based at Karl Bremer Hospital)
- : Minimum educational qualifications: An appropriate three-year National Diploma or Degree in Information Management, Computer Science, Mathematics, Statistics, Engineering, Accounting (or equivalent). Experience: Appropriate experience working with data analytics and information systems, including gathering, cleaning, integrating, modelling and analysing datasets. Appropriate experience in systems development, database queries/SQL, Power BI dashboard development and business requirement analysis. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel to healthcare facilities across the Western Cape Department of Health and Wellness. Ability to work extended hours during critical system releases, incidents or reporting cycles. Competencies (knowledge/skills): Exposure to SCM, procurement, asset, inventory or financial systems/data. Problem solving, analytical and innovative thinking. Computer literacy and proficiency with MS Word, Excel, PowerPoint and data management software. Knowledge of Microsoft technologies used to manipulate datasets, including Azure, SQL and Power BI. Knowledge of SDLC, requirement analysis, solution design, database management, queries and stored procedures. Ability to develop and document semantic models, data pipelines, dashboards, entity relationship diagrams, context diagrams, process flows and technical specifications. Knowledge of data governance, change control, access governance, report writing, planning and organising. Good communication, stakeholder engagement and liaison skills with business partners, IT, vendors and transversal system users. Knowledge of LOGIS, EPS, BAS, SCM governance, asset verification, inventory oversight and transversal contract reporting.

DUTIES

- : Design, develop and maintain SCM semantic models, SQL pipelines and integrated datasets sourced from LOGIS, EPS, BAS and related systems. Develop, publish and maintain Power BI dashboards supporting procurement, asset verification, inventory oversight, supplier intelligence and governance reporting. Perform SCM business and systems analysis to translate business requirements into technical specifications, models, project plans and reporting solutions. Work with Health BI/IT and relevant business partners on software development, database design, dashboard development, testing and publication. Liaise with clients, business partners, vendors and transversal system users to ensure that requirements are understood, documented and implemented. Write queries and support database management, data cleaning, data integration and data quality assurance processes. Maintain production stability, data refresh monitoring, access governance, change control, system documentation and audit readiness of SCM digital platforms. Compile and maintain technical documentation including business requirements, data dictionaries, entity relation diagrams, context diagrams, process flows and change records. Support continuous improvement initiatives and provide user support, troubleshooting and stakeholder feedback management for SCM dashboards and data solutions.

**ENQUIRIES
NOTE**

- : Mr J Coetzee Tel No: (021) 483-4302
- : No payment of any kind is required when applying for this post.

- POST 21/246** : **SYSTEM CONTROLLER (FINANCIAL SYSTEMS: BAS)**
Chief Directorate: Financial Accounting
- SALARY** : R413 001 per annum
- CENTRE** : Head Office, Cape Town (Finance Section: BAS Helpdesk)
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience within a similar environment. Inherent requirements of the job: Valid Code EB drivers' licence. Competencies (knowledge/skills): Extensive knowledge of Financial Systems: BAS & LOGIS. Leadership skills. Analytical Thinking. Planning and organisational skills. Diversity management. Report writing. Ability to work under pressure and meet deadlines. An aptitude for figure work. Meeting and presentation skills. Project Management skills.
- DUTIES** : Maintain and declare user account activity on BAS, security profiles/code Block. Monitor of source systems interfacing and system response. Liaise/interact with PT wrt system requirements and enhancements. Helpdesk Administration. Issue written/electronic financial system procedures/policies. Compile correspondences wrt A/G COMAF. Provide system input wrt disclosures relating to AFS. Provide training of sub-ordinates and BAS users.
- ENQUIRIES** : Ms A Van Niekerk Tel No: (021) 483-6754 or email: aakifah.vanniekerk@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 21/247** : **PHYSIOTHERAPIST GRADE 1 TO 2**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 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: Current registration with the Health Professional Council of South Africa (HPCSA) as a 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) drivers' licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of Physiotherapy, Neuro-rehab, Chest Physiotherapy and TB. Computer literate.
- DUTIES** : Assessment and treatment of patient referred for Physiotherapy. Management and completion of patient related administration. To assist with the smooth-running of Physiotherapy dept / support role to supervisor. Running MDT Projects, Education and Awareness Programmes: To assist with clinical guidance of Physiotherapy students and supervision of Junior staff, and to play an active role in Physiotherapy and TB awareness &/or education. Ensure continued professional development by keeping abreast with the latest developments in the field.
- ENQUIRIES** : Ms K Gangerdine Tel No: (021) 508-7429
- NOTE** : No payment of any kind is required when applying for this post.

<u>POST 21/248</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Directorate: Health Intelligence Sub-directorate: Records Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in records and information management administration. Appropriate Electronic Document and Records Management System (EDRMS) experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel (Western Cape Province), to drive a government vehicle and overnight when required within the district. Completed Records Management course provided by Western Cape Archives and Records Service (WCARS). Competencies (knowledge/skills): Extensive knowledge and application of Records Management compliance with National and Provincial policies and guidelines. Excellent organisational and administrative skills with strong analytical ability and attention to detail. Advanced computer literacy (MS Office, EDRMS/ECM platforms). Ability to work under pressure, meet deadlines, and manage multiple priorities. Effective interpersonal and communication skills (verbal and written). Ability to conduct basic research and compile reports. Knowledge of public sector acts, legislation, policies, procedures and guidelines, and particularly those relating to records management, PAIA and POPIA. Strong facilitation, training, and presentation skills. Ability to manage transversal functions and work effectively within a team. Familiarity with health information systems (e.g., PHCIS, SPV, Clinicom, NHLS).
<u>DUTIES</u>	:	Facilitate the development, review and implementation of the relevant records management legislation, policies and systems within the Department i.e. Provide support in the gathering of departmental input to develop new or revised policies, procedures and tools (manual and digital) that govern records management function. Ensure that information contained in records (physical and electronic) is managed effectively throughout the Department by assisting with the implementation of a records management policy. Ensure that the department complies with the Promotion of Access to Information Act (PAIA) and manages all PAIA applications appropriately, including providing support to all stakeholders; Ensure compliance with the Protection of Personal Information Act (POPIA) when performing this role. Facilitate the disposal and archiving (transferred or destroyed) of records in terms of a written disposal authority issued by Western Cape Archives and Records Services (Department of Cultural Affairs and Sport) and monitor and ensure accurate retention periods of all records. Maintain departmental standards in terms of the file plan and records management schedules. Provide and coordinate decentralised competency and training interventions and awareness for the department for records and information management.
<u>ENQUIRIES</u>	:	Ms R Pretorius-Hattingh Tel No: (021) 483-4684
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/249</u>	:	<u>DIETICIAN GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a Professional Council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: Grade 1: None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician 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 Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician 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 Dietician in

respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to clinical Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination.

DUTIES : Clinical nutrition management of in and out-patients in assigned area. Development of patient education materials. Development and updating of clinical nutrition protocols. Participate in in-service training and mentoring of all categories of personnel and students on nutrition related topics. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.

ENQUIRIES : Ms A du Toit Tel No: (021) 404-4471
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 21/250 : **SOCIAL WORKER GRADE 1 TO 4**

SALARY : Grade 1: R338 208 per annum
 Grade 2: R413 004 per annum
 Grade 3: R496 668 per annum
 Grade 4: R608 859 per annum

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
 Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with SACSSP as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point). Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skills in neonatology, assessment skills, family and individual counselling skills. Knowledge of statutory processes with regards the Child Care Act. Good communication (verbal and written).

DUTIES : Undertake training as required. Undertake telephonic patient follow up. Provide specialist knowledge and skills to services in neonatology. Provide social work services to in-patients and their families. Provide psychosocial assessments, counselling to individuals and families, appropriate referrals to step down facilities, future care plans for patients, maintain all administration functions on work undertaken. Provide appropriate follow up to multidisciplinary team.

ENQUIRIES : Mr L Hlakudi Tel No: (021) 404 3405 or email: Lungi.Hlakudi@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 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 21/251 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (DEATH ADMINISTRATION OFFICE)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent qualification. Experience: Appropriate administrative and supervisory experience. Appropriate experience in a hospital environment: support services. Inherent requirements of the job: Willingness to rotate as required and perform after hour duties, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge of death administration processes, including natural and unnatural deaths. Knowledge of relevant legislation and protocols, including the Occupational Health and Safety Act, National Health Act, and Batho Pele Principles. Supervisory, organisational and planning skills. Labour Relations and disciplinary process knowledge. Strong administrative and operational skills. Excellent written and verbal communication skills. Ability to maintain confidentiality and professionalism. Computer literacy and data capturing/reporting skills. Ability to work under pressure and meet deadlines. Ability to work with people from all walks of life and to handle conflict in a professional manner. Computer literacy, especially in Microsoft Excel and database management. Good interpersonal skills. Punctual, observant and professional. Innovative with strong problem-solving abilities as well as strong leadership skills. Knowledge of Government policies and prescripts.

DUTIES : Supervise, organise and control personnel and resources to ensure optimal service delivery in the Death Administration Office as well as limited support services components (e.g. Pneumatic Tube Station). Ensure smooth operational flow of deceased patients, including timely removal from wards and liaison with undertakers and contracted service providers. Facilitate communication and handover of deceased persons to undertakers, and relevant stakeholders. Process and verify all death-related documentation, including DHA1663, cremation, non-contagious and pauper burial forms. Liaise with families, next of kin and stakeholders regarding storage, transfers, burial and cremation. Manage unclaimed bodies and destitute processing in accordance with the National Health Act. Ensure invoices and payments to contracted companies/service providers are processed timeously. Maintain accurate death registers, databases, reports and statistics. Oversee leave administration, attendance registers, PERMIS reviews and other HR-related. Enforce discipline and ensure compliance with policies, procedures and protocols. Compile weekly and monthly operational reports.

ENQUIRIES : Mr N Meyer Tel No: (021) 938-4923
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 21/252 : **PRINCIPAL PERSONNEL OFFICER**
Overberg District

SALARY : R338 106 per annum
CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in the field of People Management. Appropriate PERSAL experience. Appropriate experience on the E-Recruiting online system. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel to institutions within Overberg District as well throughout the Province. Competencies (knowledge/skills): Excellent (verbal and written) communication skills. Ability to work under pressure, independently and to meet deadlines. Appropriate knowledge of HR Policies, procedures and practices. Computer skills (MS Office, MS Teams, Excel and PowerPoint).

DUTIES : Assist with Recruitment and Selection, Advertising of posts, DOTS Verifications, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. Assist with Performance Management and Permision training in Sub Districts and acts as helpdesk for PERMIS. Assist the Pre- and Formal Moderating Committees with strategic overview of the performance management process. Assist with the implementation and maintenance of policy documents/circulars within the district as well as provision of training in this regard. Administer and ensure

		effective and efficient implementation of HRM policies, prescripts, capturing and approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Provide support and guidance to the institutional management, line managers and personnel regarding employment practices. Render a general support service to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Mr J Joubert Tel No: (028) 214-5801
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/253</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in line with the duties (key result areas/outputs) of the post. Appropriate administrative duties within a healthcare environment. Inherent requirements of the job: Valid code B/EB driver's license. Willingness to travel within the Northern Tygerberg district. Competencies (knowledge/skills): Working knowledge and experience of Asset Management and Supply Chain Management in the Public Service. Strong analytical and strategic thinking abilities, computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook), good interpersonal, organisational and communication skills. Knowledge of the PFMA, Finance Instructions, Provincial and National Treasury regulations, Supply Chain Management Instructions as well as the Accounting Officer System and familiarity with LOGIS or Syspro. Attention to detail and adherence to deadlines, ability to manage multiple priorities and work independently and ability to work in a team context and motivate team members.
<u>DUTIES</u>	:	Asset Register maintenance. Management of the Asset verification and reconciliation process. Management of the disposal and loss control processes. Management of the Asset procurement process. Management of asset reporting. Effective Human Resources Management. Support to Supervisor and Management.
<u>ENQUIRIES</u>	:	Mr W Jacobs Tel No: (021) 918-1208
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/254</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X6 POSTS)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	West Coast TB Centre, Sonstraal Hospital
<u>REQUIREMENTS</u>	:	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 a Professional Nurse or General Nurse. 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/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by Supervisor. Willingness to rotate within different units. Ability to do relief duties at Infectious Disease Hospital, Malmesbury if required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and

- conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research. Provision of quality basic nursing patient centered care in a hospital setting.
- ENQUIRIES** : Ms N Liebenberg Tel No: (021) 815-8340
- 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 21/255** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL/PLUMBING/ CARPENTRY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R253 341 per annum
Grade B: R297 249 per annum
Grade C: R345 342 per annum
- CENTRE** : Helderberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical/Plumbing/Carpentry. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's license (Code B/EB). Willingness to work overtime, standby duties and emergency callouts. Ability to work in confined spaces and hospital environments. Willingness to travel between facilities where required. Competencies (knowledge/skills): Sound knowledge of maintenance and repair procedures related to the relevant trade. Knowledge of Occupational Health and Safety Act and relevant regulations. Ability to diagnose faults and implement corrective measures. Good communication and interpersonal skills. Computer literacy in MS Office. Ability to work independently and within a multidisciplinary team. Knowledge of preventative maintenance systems and hospital infrastructure. Ability to read and interpret technical drawings and specifications.
- DUTIES** : Perform maintenance, repairs and installations on hospital buildings, equipment and infrastructure according to prescribed standards. Conduct routine inspections and preventative maintenance on facilities and equipment. Respond to emergency breakdowns and maintenance requests within the hospital environment. Ensure compliance with Occupational Health and Safety regulations and infection prevention standards. Maintain and update maintenance records, job cards and registers. Assist with fault finding, technical assessments and repair solutions. Supervise assistants and support staff where applicable. Assist with procurement processes, quotations and material control. Ensure tools, equipment and workshop areas are maintained in a safe and orderly condition.
- ENQUIRIES** : Mr D Geldenhuys Tel No: (021) 850-4719
- 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 21/256** : **ADMINISTRATION CLERK: FINANCE/ADMIN (SCM)**
Central Karoo District
- SALARY** : R237 453 per annum
- CENTRE** : Technical Services (Workshop) Central Karoo Support Services (stationed in Beaufort West)
- 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 (KRA's) of the post. Experience: Appropriate knowledge and experience in office administration, financial and procurement administration. Appropriate clerical experience. Inherent requirement of the job: Computer Literacy. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication (verbal and written) and interpersonal skills.

DUTIES : Administrative support to all technical support staff members of the workshop located at the Central Karoo District Office. Complete Job Requisitions. Create and maintain a database, both electronic and hard copies, of all documents related to Technical Support Service. Finance and Supply Chain Support. Support to Supervisor.

ENQUIRIES NOTE : Ms A Jooste Tel No: (023) 414-3590
: No payment of any kind is required when applying for this post. A practical test will form part of the selection process.

POST 21/257 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Development. Competencies (knowledge/skills): Knowledge of Recruitment and Selection. Computer literate in MS office. Knowledge of PERSAL.

DUTIES : Render administrative support for People Development and provide support in the Human Resource Management Component as required. Ensure the correct application and implementation of People Development policies and procedures. Maintain and update accurate Employee records and People Development databases. Handle personnel queries and provide HRD-related advice and support to staff. Assist with recruitment and selection processes, including coordination and documentation. Prepare, process and manage HR documentation, reports and correspondence. Audit and maintain training files to ensure compliance with record keeping requirements. Liaise with internal and external stakeholders to support PM operations and service delivery.

ENQUIRIES NOTE : Ms L Nomdoe Tel No: (021) 940-4499
: No payment of any kind is required when applying for this post.

POST 21/258 : **STAFF NURSE GRADE 1 TO 3 (SURGERY, ORTHOPAEDICS, POST NATAL) (X3 POSTS)**
Chief Directorate Rural Health Services

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

CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with South African Nursing Council as Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the hospital in different wards. Ability to work under pressure. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

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 NOTE : Ms M Rust Tel No: (021) 860-2504 or email: Magda.rust@westerncape.gov.za
: No payment of any kind is required when applying for this post.

- POST 21/259** : **DENTAL ASSISTANT GRADE 1 TO 2**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R225 777 per annum
Grade 2: R262 953 per annum
- CENTRE** : District Six CDC
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification or prescribed Inservice training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirements of the job: Willingness and skills to render clinical services in and after hours when necessary. Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills. Ability to use own initiative and work independently or as a team. Good problem-solving and conflict resolution.
- DUTIES** : To assist the dentist in rendering an optimal, effective and efficient oral health service to the public. Assisting with dental procedures in theatre. Participate in health promotion programs. Effective management and utilization of stock and medication. Ensure infection control and occupational health and safety standards are maintained. Perform the necessary administrative duties.
- ENQUIRIES** : Dr S Bhat Tel No: (021) 883-5414
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to written/practical and oral assessments. 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 21/260** : **FOOD SERVICES SUPERVISOR**
- SALARY** : R201 093 per annum
- CENTRE** : Lapa Munnik Hospital, Bergriver Sub-district
- REQUIREMENTS** : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in a hospital food service environment. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays. Ability to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Correct Interpretation of recipes, production planning and daily statistics. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal, and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.
- DUTIES** : General supervision of operational food services. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Support the principles of Human Resources. Support financial management.
- ENQUIRIES** : Ms. A van Breda Tel No: (022) 487-9223
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
- POST 21/261** : **LINEN SUPERVISOR (X2 POSTS)**
Directorate Facilities Management
- SALARY** : R201 093 per annum

<u>CENTRE</u>	:	Tygerberg Laundry (X1 Post) Lentegeur Laundry (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate comprehensive linen/laundry experience in a health services environment/Provincial Laundry. Inherent requirement of the job: Incumbent must be prepared to work on a rotation basis. Must be physically fit. Competencies (knowledge/skills): Good interpersonal skills. Sound Knowledge of Health and Safety rules in a laundry and linen environment. Sound knowledge of the disciplinary process.
<u>DUTIES</u>	:	Perform supervisory functions to ensure the maintenance of a clean, hygienic and safe environment. Provide a professional linen and clothing service to the institutions. Maintain stock control in Linen bank and sorting area. Correct handling and perform all aspects of soiled and clean linen. Linen audits. Racking/Packing and sorting. Responsible for linen stores assistants. Maintain accurate registers as instructed.
<u>ENQUIRIES</u>	:	Mr V Jooste Tel No: (021) 200-0196 and Mr J Roberts Tel No: (021) 933- 0894
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/262</u>	:	<u>HOUSEKEEPING SUPERVISOR</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate waste management experience in a hospital environment. Inherent requirements of the job: Compulsory shift work, flexible hours, weekends, and public holidays. Physical, mentally, and emotionally fit to provide an essential service. Competencies (knowledge/skills): Ability to participate and work as part of a team. Maintain effective relationships with staff, patients and public. Knowledge of healthcare waste regulations and OHS standards. Supervisory and administrative skills.
<u>DUTIES</u>	:	Supervise the AZ Level Waste Management Disposal Area to ensure safe, compliant, and efficient waste handling in line with hospital policies and regulatory requirements. Oversee daily waste operations, including collection, segregation, storage, and disposal of healthcare risk waste, general waste, and recyclables, while maintaining strict infection prevention and control standards. Provide leadership and support to waste management staff, ensuring adherence to SOP's and safe working practices. -Manage service provider administration, including maintaining contracts, SLAs, compliance records, and performance reports, while supporting smooth contract execution and service delivery. Conduct routine inspections of waste areas and equipment, ensure proper resource allocation, and maintain availability and functionality of waste management equipment and PPE. Keep accurate records and reports on waste volumes, incidents, and operational activities. Provide operational and administrative support to ensure effective service delivery within the unit.
<u>ENQUIRIES</u>	:	Ms M Fredericks Tel No: (021) 658-5452
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/263</u>	:	<u>SECURITY OFFICER (SECURITY SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Candidates must be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirement of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Willingness to perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills.
<u>DUTIES</u>	:	Access/Egress control also escorting of patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and

uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager in the ward. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/patient related activities.

ENQUIRIES : Ms S Govender Tel No: (021) 370-1344
NOTE : No payment of any kind is required when applying for this post.

POST 21/264 : **DRIVER (HEAVY DUTY VEHICLE)**
 Chief Directorate: Metro Health Services

SALARY : R170 226 per annum
CENTRE : Morning Star Community Day Centre
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience on transportation of passengers and goods in a health environment. Inherent requirements of the job: Valid Public Driving Permit (PDP). Valid code C1 (code 10) manual driver's license. Work overtime as per needs requirement and perform standby duties, after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of the Transport Circular of 2000. Ability to accept accountability and responsibility and to work independently and unsupervised. Good knowledge of road network in the Peninsula. Safe driving skills.

DUTIES : Transport goods, services and personnel from one point to another. Transport of staff to and from various destinations in the Western Cape. Conduct routine maintenance, inspection of vehicles and timeous reporting of defects and accurate and detailed completion of Logbooks. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Relief staff within the component when required.

ENQUIRIES : Ms. LS Rose-Benjamin Tel No: (021) 829-8330
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 21/265 : **FOOD SERVICES AID**
 Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in an industrial food service unit. Inherent requirement of the job: Be able to work shifts, weekends, and public holidays. Be healthy and strong and able to lift heavy objects and be on their feet the entire day. Ability to work in walk-in freezers and cold rooms. Competencies (knowledge/skills): Good communication skills. Knowledge of production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles, Knowledge of basic cleaning and maintenance of industrial equipment. Ability to work according to rules and policies to meet deadlines.

DUTIES : Pre preparations and production of all normal and therapeutic diets. Weigh, dishing and distribution of patient's food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within the food service unit. Follow and adhere to elementary control, measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils, and equipment. Assist with informal in-service training of new employees, attend prescribed training courses.

ENQUIRIES : Ms L van Rhyn Tel No: (021) 799-1243
NOTE : No payment of any kind is required when applying for this post.

POST 21/266 : **CLEANER**
 Directorate: People Development

SALARY : R144 024 per annum
CENTRE : People Development Centre, Plumstead
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in conducting cleaning duties. Appropriate experience

		monitoring cleaning stock and deliveries. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills.
<u>DUTIES</u>	:	Cleaning tasks inside and outside of training centre building. Assist supervisor with stock take of cleaning supplies. Receive deliveries of cleaning supplies. Assist with venue preparation and serving refreshments for training sessions and meetings.
<u>ENQUIRIES</u>	:	Ms F Victor Tel No: (021) 763 5320
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/267</u>	:	<u>HOUSEHOLD AID (NEURO CLINIC) (X9 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Stikland Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills. Knowledge of basic food preparation. Appropriate experience with the use of the cleaning equipment, cleaning materials and cleaning detergents.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. -Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms H Dempers Tel No: (021) 940-4424
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 21/268</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (20 SESSIONS)</u> Cape Winelands Health District (Contract End 31 March 2029)
<u>SALARY</u>	:	Grade 1: R273 per hour Grade 2: R318 per hour Grade 3: R373 per hour
<u>CENTRE</u>	:	Langeberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA 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: A valid (code B/EB) driver's licence. Willingness to travel within Langeberg Sub District. Competencies (knowledge/skills): Knowledge of prescription and issuing of assistive devices including basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs and in line with the BOD within that area.

DUTIES

: Splinting skills. Applicable therapeutic knowledge and skills within the field of occupational therapy and rehabilitation. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Provide clinical occupational therapy service delivery to inpatients and outpatients at hospital and at PHC level including transitional care facilities/intermediate care facilities, and relevant NGO's applicable to the designated work areas. Conduct basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs to wheelchair users and prescribing assistive technology for relevant medical conditions. Fabrication and prescription of various upper and lower limb splints. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area with relief duty in absence of a peer colleague within the ecosystem. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and NGOs with relevant in-service training and skills transfer. Daily collection and monthly submission of data as per departmental protocols. Stock taking and ordering of consumables and assistive devices as required within departmental norms.

ENQUIRIES
NOTE

: Mr MP Williams, (PHC Manager) Tel No: (023) 626-8543
: 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).