the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2026
DATE ISSUED 13 NOVEMBER 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.

AMENDMENT : **DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES:** Kindly note that the post of Senior Legal Administration Officer with Ref No: 0105, salary R610 434 -R1 442 451 per annum, was advertised in the Public Service Circular 40 dated 06 November 2026 with the closing date 20 November 2026. The amendments are as follows: Senior Legal Administration Officer MR6; Ref No: 0105 (Suitable salary will be determined in accordance with OSD determination). Candidates who applied must not re-apply.

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PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

It is the Department's intention to promote equity (race, gender, and disability) through the filling of the positions with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. To facilitate this process successfully, an indication of race, gender, and disability status is required.

APPLICATIONS : To apply for the below positions, please submit your application strictly online at http://professionaljobcentre.gpg.gov.za. No hand-delivery or emailed applications will be accepted.

CLOSING DATE : 27 November 2026

NOTE : Only an updated comprehensive CV (with detailed personal information, duties, experience, and references) is required. The online Z83 form must be completed in full. All fields of Section A, B, C and D of the online Z83 must be completed in full. Section E, F, G (Due to the limited space on the online Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to attach copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applicants who fail to meet the requirements will not be considered. Such applications will be regarded as a regret. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) prior to appointment. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at 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/trainingcourse/smspre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za. 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. (This applies only when there is an SMS post)." If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

MANAGEMENT ECHELON

POST 41/173 : **DIRECTOR: ENTERPRISE ARCHITECT REF NO: REFS/057041**
Branch: Information Communication Technology

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Johannesburg

REQUIREMENTS : Qualifications in Information Technology, Computer Science, Information Systems at NQF level 7 as recognised by the SAQA. Fully certified on TOGAF 9. Foundational certification in ITIL V3. COBIT 4. 5 years' experience at middle/senior managerial level in Enterprise Architecture environment.

DUTIES : Establish and enforce architectural principles, policies, and guidelines. Oversee the integration of systems, applications, and data across the organisation. Develop and maintain Technology Architecture Standards and conduct regular reviews. Develop and maintain enterprise architecture roadmap aligned with business strategies. Oversee the implementation of National Government Policy (GWEA Framework, CGICT Policy Framework and FOSS Policy) in GPG. Establish ICT/Digital strategies and plans that supports the organisation long term vision and operational goals. Identify potential risks in architectural solutions and develop mitigation strategies. Manage the streamline business processes, functions, procedures and workflows and apply a consistent implementation approach. Consolidate the Gauteng Provincial Government (GPG) ICT Requirements. Enforce adherence to the Information Communication Technology Shared Services (ICTSS) Unified Pro. Develop and maintain enterprise architecture reference models and architecture principles to guide changes to processes or systems. Oversee the evaluation and selection of enterprise information, system and technology standards. Implements systems and controls to measure performance and manage risk. Manages the execution of business process improvements. Collaborate with stakeholders to define requirements and translate them into architectural blueprints. Collaborate with stakeholders in the development of new processes and systems and verifies feasibility. Facilitate cross-functional collaboration between IT, business units and stakeholders. Manage the governance processes are followed to minimise audit findings. Comply to audit process. Collaborate with the respective audit team that may be undertaking an audits. Timeous submit of information requested by auditors. Manage timeous closure of audit findings if any. Manage the governance processes are followed to minimise audit findings. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Evaluate the performance of the business unit on a continuing basis against pre-determined key measurable objectives and standards. Manage the directorate budget and expenditure. Enforce adherence to organizational policies.

ENQUIRIES : Mr. Themba Psungo at (060) 543 9098

OTHER POSTS

POST 41/174 : **DEPUTY DIRECTOR: TRANSVERSAL SUPPORT REF NO: REFS/057157**
Directorate: ICT Operations

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Information Technology/ Computer Science at NQF level 7 as recognized by SAQA. 3 years first level / middle management (ASD level) experience in Host Integration Server (HIS) administration environment.

DUTIES : Manage the design and implementation of Microsoft Host Integration Server (HIS). Lead the architecture and configuration of HIS within e-Government (e-Gov) to support transversal systems, ensuring seamless integration and support. Manage the evaluation and improvement of HIS Configuration. Manage and make certain that there is system compatibility and stability. Manage and anticipated downtimes. Execute daily diagnostic protocols to assess and address technical anomalies before escalation. Manage and update software regularly to optimize system performance, including implementing changes when directed by National Treasury. Manage parallel setup to minimize disruption for government clients during a full system rebuild when there is a system transition and configuration. Advice key stakeholders of critical system anomalies and mitigate protocols to ensure operational continuity. Conduct post-migration reviews to confirm system stability and user satisfaction. Maintain uninterrupted system integration to optimise network performance and reliability for transversal systems. Administer technical support to Gauteng Provincial Government (GPG) Departments. Manage the maintenance and monitoring of users' access to Host Integration Server (HIS) connections and configuration. Adhere to National Treasury directives, through compliance with National Treasury Standards. Manage audit readiness and data integrity for transversal systems like Basic Accounting System (BAS) and Personnel and Salary Administration System (PERSAL). Oversee HIS Migration of upgrades and updates. Collaborate with State information technology information agency (SITA) to plan and manage the migration process, to make certain there is minimal disruption to critical transversal

systems. Ensure continuous conformity to established technical and operational standards to mitigate compliance, reflecting the latest best practices and security requirements as per guidance from National Treasury and SITA mainframe administrators. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Oversee the workflow processes and deadlines of staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr. Leon Steyn at (083) 324 3950

POST 41/175 : **ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER REF NO: REFS/056041**
Branch: Office of the Executive Authority

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Public administration / Public Management qualification at NQF level 6 as recognised by the SAQA. 3 years' experience below middle management (Assistant Director) / middle management level. Driver's License. Generic competencies required: knowledge of general government sector and organisational structure. Government regulations, policies and procedures. Technical competencies required: Ability to act with tact and discretion. Sound organization. High level of reliability. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act. Managerial competencies required: Business Acumen. Customer Management. Innovative Continuous Improvement. Problem Solving. Skills required: Communication, Computer literacy, Interpersonal, Analytical, Report writing. Leadership, Strategic, Planning and Organisation. Attributes required: Be able to work under pressure. Should be decisive. Enable Diversity awareness. Inspire innovation within the organisation. Encourage teamwork. Should be cost conscious. Inspire to be Quality Oriented.

DUTIES : Manage the administrative and coordination activities within the office of the executive authority: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority: Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees: General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees.

ENQUIRIES : Ms. Sithembile Buthelezi, Cell: (071) 548 8903

POST 41/176 : **DEPUTY DIRECTOR: EMPLOYEEE RELATIONS AND WELLNESS REF NO: REFS/ 035060**

Branch: Corporate Management – Human and Physical Resource Management

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

CENTRE : Johannesburg

REQUIREMENTS : Qualification in Human Resource/Labour Law/ Industrial Psychology at NQF level 7 as recognized by the SAQA. 3 years' experience at first /middle (Assistant Director) level management in Employee Relations/ Employee Health and Wellness environment. Driver's license. Knowledge required: Public Service Regulations (PSR), Public Service Act (PSA) ,Public service policies and procedures ,Public service directives, Labour Relations Act, Labour relations policies and processes, Relevant HR legislation applicable to employees, LR case management/database, Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Strategic Capability and Leadership, People Management and Empowerment, Programme management, Project Management, Financial management and Change Management. Skills required: Communication, Honesty and Integrity, Leveraging diversity, Coaching and mentoring, Presentation skills, Computer Literacy, Problem solving, Communication, Innovative, Monitoring and evaluation skills, Report writing skills, Labour Relations skills, Legislation, directives and policy interpretation and analysis, Mentoring, Coaching and Conflict resolution. Attributes required: Flexible / Change oriented. Problem solving ability. Responsive, Interpersonal relations, Customer focus, Credible, Professionalism, and Tenacity.

DUTIES : Manage the development of the departmental employee relations policies, guidelines and processes: Manage structured and compliance to legislative frameworks, policies, practices and processes and provide support where there are gaps. Maintain effective policies and procedures so that labour disputes and grievances are minimized. Interpret policies, procedures and negotiated agreements and advise management on their practical application and the management of deviations. Make recommendations for changes to existing policies and procedures to ensure compliance with new or proposed regulations. Contribute to the development of best practices and alignment with industry standards. Drive the adoption of employee relations documentation and policies by management. Direct employee relations activities, including conflict resolution, disciplinary actions, and grievance procedures. Provide guidance and coaching to managers and employees on employee relations matters, ensuring fair and consistent application of policies. Ensure that the department is up to date with employment laws and regulations and ensure compliance in all employee relations practices. Manage Departmental disciplinary code and procedure: Provide procedural advice to both management and employees regarding the interpretation and application of Disciplinary code and procedures, Incapacity code and procedure (poor performance and ill health), guidance on policy, legislation and advising management on work adaptations and alternative work options. Manage workshops and advocacy on labour relations matters (conflict, Sexual harassment, delegations, misconduct, code of good practice on dismissals, rules of evidence on disciplinary hearing. Manage Collective Bargaining, Dispute resolution and Grievances: Manage investigation of reported cases. Administer completion of cases within policy requirements. Attending all Conciliations and Arbitrations as scheduled by General Public Service Sector Bargaining Council (GPSSBC). Represent the Department in Co-ordinating Chamber of the PSCBC for Gauteng Province (CCPG (provincial), The General Public Service Sector Bargaining Council (GPSSBC) (national) and other forums. Manage proper implementation of the Department disciplinary code and procedures. Advise on proper procedures to be followed during dispute resolution and grievance management process. Educate management and employees on policies, procedures, collective agreements and relevant legislation continuously. Examine the legal analysis and risk evaluation of potential disputes and disputes that are declared, to determine the appropriate management strategy. Manage investigation of misconduct cases and the implementation of arbitration awards and collective agreements: Coordinate investigation of misconduct cases reported at Head Office. Facilitate disciplinary hearings and coordinate the appointment of chairpersons and initiators of disciplinary hearings. Represent the employer in disciplinary

hearings. Coordinating the lodged appeals and facilitating the implementation of the awards thereof. Liaise with the Legal Department with regards to the evaluation of disputes and disciplinary cases and determining to whom the dispute or pre-dismissal arbitration should be assigned, to present management's case. Coordinate the preparation e-Gov case, heads of argument and pleadings for noncomplex cases. Oversee and advise legal counsel during statutory and non-statutory arbitration or pre-dismissal arbitration proceedings. Assist with the analysis, evaluation and implementation of arbitration and pre-dismissal arbitration awards to determine possible grounds for rescission or review. Liaise with service providers on training needs by the organization. Manage the development and implementation of employee health and wellness strategies and programmes: Improve and implement comprehensive health and wellness programs that promote physical, mental, and emotional well-being. Collaborate with cross-functional teams to design and deliver wellness initiatives, such as fitness programs, stress management workshops, and mental health support services. Evaluate the effectiveness of wellness programs through data analysis, employee feedback, and participation rates, and make recommendations for improvement. Foster partnership with external vendors and benefit providers to negotiate contracts and ensure the delivery of high-quality wellness services. Prepare and present reports for submission to relevant stakeholders. Promote and facilitate the implementation of occupational health, safety and environmental management strategies and programmes: Manage the implementation of Safety Health, Environment, Risk, Quality (SHERQ). Manage the compliance Occupational Health and Safety (OHS) in the building. Manage the inspection of workplace. Manage resources: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage and monitor performance and appraisal of employees. Manage conduct and discipline of employees in the sub-directorate. Facilitate the training and development all employees in the sub-directorate. Respond prompt to audit queries. Review Job profiles and sign off.

ENQUIRIES : Ms. Sithembile Buthelezi at (071) 548 8903

POST 41/177 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: REFS/ 035061**
Branch: Corporate Management – Human and Physical Resource Management

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Human Resource Management/Human Resource Development/Industrial Psychology / Social Science) at NQF level 7. 3 years' experience at first /middle (Assistant Director) level management in Performance Management/ Human Resource Development environment. Driver's License. Knowledge required: General GPG business, Government regulations, policies and procedures, General government sector and organisational structure, Knowledge of SLAs, Employment of Equity Act, Training and Development program, Job Access Strategy, Performance management, Skills Act, Customer Management, Innovative Continuous Improvement, Problem Solving. Skills required: Communication skills, Computer literacy. Interpersonal Relations skills, Statistical and report writing skills. Numeracy skills, Administrative skills, Appropriate application skills, Research and development skills, Planning, Organisation, and Change management. Attributes required: Be able to work under pressure. Innovation. Teamwork and collaboration. Excellence. Should be decisive. Enable Diversity awareness. Inspire innovation within the organization.

DUTIES : Manage and monitor the implementation of (Performance Management Development System) PMDS and skills development legislation, policies, strategies and plans: Develop and approve Human Resource Development Policies and Plans. Develop a training needs assessment plan to identify training needs of employees. Design a competency framework to analyse the skills and knowledge gap for each position in the organisation. Conduct skills audit in all components and analyse identified skills gaps. Create a strategic succession plan. Monitor PMDS and training programs comply with the legislation and regulations. Keep abreast with trends and technologies identifying skills gaps and onset projects and initiatives. Manage the training

and development process and programmes Manage implementation of compulsory and mandatory training programmes for all employees. Conduct training needs analysis. Manage the implementation of the training and development plan. Design systems and survey for feedback from employees. Provide career pathing initiatives and interventions. Engage with stakeholders for innovative programmes designed for learning and development processes. Conduct a return on investment (ROI) analysis. Plan and coordinate the implementation of the recognition of prior learning (RPL) and recognition of improved qualification (RIQ) programmes in the Department. Determine the budget and the numbers of qualifying employees for each year. Manage the sourcing of successful provider to conduct RPL for the staff in the Department. Manage the provisions of reports of programmes to the line managers, Skills Development Committee and relevant stakeholders. Manage the implementation of learnership and internship programmes: Manage the identification of learnership and internship needs for the Department. Identification of placement opportunities and Mentors. Facilitate placement of graduates for development opportunities. Manage and oversee the administration of Learnership and securing accredited training providers for implementation of the programme. Oversee development and implementation of work and training plans. Oversee the coordination of mentoring of learners/interns and implementation of structured training/programme with respective Branch /line mangers, accredited service providers, line Seta's and relevant stakeholders. Monitor the effective implementation of the Internship & Learnership programme and liaise with the appropriate Sector Educational and Training Authority (Seta) established in terms of the Skills Development Act of 2008 (Act 37 of 2008). Monitor and evaluate the impact of Internship & Learnership programmes and the interventions thereof. Report the administration of the programmes to the line managers and relevant stakeholders. Manage and monitor implementation of performance management systems: Manage performance management system for all employees within the Department. Administer the contracting and assessment of employees' performance is communicated within the organisation. Manage the alignment of employees' performance contracts with all departmental strategic goals. Manage the monitoring, compliance and reporting of performance management. Encourage managers to conduct performance reviews, and annual performance review. Oversee the implementation of the Performance Management on Enterprise Resource Planning (ERP) System, application, Product and Data Processing (SAP) Module. Plan, manage and administer internal and external Bursaries: Develop and implement needs analysis to determine department's skills shortage with respective Branch, relevant Committees. Advise committee on the awarding of new bursaries. Facilitate the advertising of bursary requisite as per departmental needs. Coordinate administration and implementation of bursaries. Liaise with Institutions of higher learning/ Higher Education Training (HET) and other service providers on bursary status quo. Monitor, evaluate and advise on bursary progress. Ensure the facilitation and reconciliation of bursary payments, debt recovery. Effect the debt takeovers process and ensure that necessary documents are forwarded to the relevant office (Human Resource Planning, Finance unit). Report to the Committee on the Bursary Programme on the progress and developments. Manage resources: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees regarding all aspects of the work. Manage leave, performance, conduct and discipline of supervisees. Enforce that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Manage utilization of physical resources. Review Job profiles and sign off.

ENQUIRIES : Ms. Sithembile Buthelezi at (071) 548 8903

POST 41/178 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/ REFS/057245**
Branch: Human Resource Services - (Cluster 2)

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Human Resources Management/Public Management at NQF level 7 as recognised by SAQA. 3 years 'experience in supervisory/ ASD level in Human Resource environment. PERSAL Training as an added advantage.

DUTIES : Monitor Operational Plan and maintain compliance of policies, procedures, and prescripts. Monitor progress against Operation Plan. Maintain compliance on legislation and regulations governing all conditions service (Public Service Regulations (PSR/Acts). Identify opportunities for continuous improvement & implement process changes/improvement. Review efficiency of processes in accordance with policies, procedures and prescripts. Manage the operations Human Resource administration services. Monitor the Enterprise Content Management System (ECM) workflow of the system is operating optimally. Validate the accuracy of termination, pension withdrawal and leave mandates to ensure correct payments. Authorise the implementation the appointments, promotions, transfers, terminations and conditions of service benefits as per policy and guideline interpretation. Manage the roll-out of SAP ESS system to GPG departments. Monitor the implementation of service level agreement and customer relations. Track the efficiency of customer centric by review of allocation of mandates and monitoring implementation of HRA services. Facilitate communicate the customer service delivery standards are agreed upon with the GPG Departments. Facilitate escalated customers enquiries and queries are attended to and resolved. Resolve the escalated customer enquiries and queries are attended to and resolved. Coordinate training and awareness sessions to client departments. Coordinate consultations with Managers on implementation of HRA projects i.e. SAP ESS. Facilitate on-the-job training on HRA processes for GPG entities as requested. Provide awareness session on HRA programs for GPG clients as needed. Prepare and submit comprehensive management reports. Consolidate information/date for decision making. Produce data and analyse operational stats. Compile monthly, quarterly and annual reports. Manage Resource. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Oversee the workflow processes and deadlines of staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms. Portia Makotwane at (066) 297 1488

POST 41/179 : **ASSISTANT DIRECTOR: EXECUTIVE ENGINEER REF NO: REFS/057039 (X2 POSTS)**
Directorate: Operations

SALARY : R605 742 per annum (Level 10), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric Certificate plus a qualification in Information Technology/Computer Science at NQF level 6 as recognised by the SAQA. 3 years' experience in desktop support environment. Microsoft Certified Systems Engineer Certificate. Microsoft Certified Systems Administrator. ITIL Certifications. Apple Mac Certification (will be an advantage.) Certified training in Microsoft AZURE. Valid Drivers License is required.

DUTIES : Respond to executive end-user support requests on 24-hour bases. Facilitate the IT setup of new executives and secure deactivating of device for parting executives. Research, test and recommend new hardware, software that can improve executive productivity. Create concise documentation/ applications tailored for executives. Resolve hardware/software issues. Regular maintenance of desktops, laptops, handheld devices. Apply system and security updates. Confirm antivirus and security software is active and updated. Assist end users with issues related to their accounts or computers, such as resetting passwords or troubleshooting technical problems. Installation of new operating systems (Windows/Apple) on users' computers as needed, including installing device drivers and other software required for the computers to operate properly. Handling security across the network by deploying new security patches and policies and monitoring activity for signs of intrusion or compromise. Maintaining a database of users and their respective rights and privileges within the network. Enforce and adhere to government IT policies, data protection regulations, and cybersecurity standards. Report on the quality and adherence to policies and procedures. Perform quality checks and device patch compliance. Support data protection and privacy efforts. Diagnose and resolve hardware, software, and network problems. Assist in user account creation, password resets, and access permissions, following security protocols. Resolve problems within the specified timeframes (SLA). Document troubleshooting guides and FAQs. Conduct on the job training on new

technology. Coordinate stakeholder relations e.g. Audio and video service providers, OEMs, Microsoft and Apple Mac. Install, configure, and update software applications and operating systems on end-user devices. Troubleshoot and repair hardware issues, including desktops, laptops, printers, and peripheral. Perform hardware and software installation, configuration and upgrades. Setup printer, private network(troubleshoot).

ENQUIRIES : Mr. Themba Psungo at (060) 543 9098

POST 41/180 : **ASSISTANT DIRECTOR: SYSTEM BACKUP SPECIALIST REF NO: REFS/057058**
Directorate: ICT Infrastructure (Operations)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus qualification in Information Technology, Computer Science at NQF level 6 as recognized by SAQA. 3 years' experience in Backup and Recovery Management.
DUTIES : To maintain the organization's backup infrastructure, ensuring data is securely backed up and recoverable. Backup Policy implementation. Maintain and implement a comprehensive backup and recovery policies and procedures. Enforce database-level access controls, encryption standards, and audit policies. Conduct backup security assessments and ensure full compliance with regulatory requirements. Assess current and future data protection. Provide Maintenance and Support of Backup Services. Enforce completion of backup jobs and adherence to established Service Level Agreements (SLAs) and recovery point objective. Perform regular maintenance including patching, index rebuilding, and data cleanup. Automate repetitive maintenance tasks to reduce manual intervention. Participate in development and testing disaster recovery plans. Implement Backup Software Upgrades. Plan and carry out version upgrades with minimal system downtime. Ensure backward compatibility and integration with existing applications. Participate in data restoration. Ensure accurate and timely recovery of lost and corrupt data. Monitor backup performance, troubleshoot issues, and optimize backup schedules. Documentation and Reporting. Maintain comprehensive documentation on database infrastructure, processes, and backup policies. Generate detailed reports on performance, backup health, and system audits. Collaborate with internal stakeholders. Work closely with IT teams, developers, and academic departments to ensure robust data services. Participate in technical planning and infrastructure development discussions.
ENQUIRIES : Ms. Nonhlanhla Mabuza at (071) 549 0209

POST 41/181 : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/057156**
Directorate: Debt Management

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Qualification in Financial Accounting / Financial Management at NQF level 6 as recognized by SAQA. Plus 3 years' experience in debt collection within debt management environment.
DUTIES : To ensure administration and collections of debts due to GPG departments. Supervision of Staff. Manage performance evaluations of the team. Identify staff training needs and development. Supervision of staff dent management and collection tasks. Ensuring and effectively managed and cohesive team. Coaching and mentoring of staff. Ensuring the development and growth of the staff. Ensure that work is distributed equally and manage workloads. Leave management in accordance with the leave policy. Ensure that the administration of debts is achieved per SLA for the GPG departments per SLA target. Monitoring of daily activities performed by staff. Ensure that debts are recorded within SLA timelines. Debt administration processes are followed. Monitor error reports and advise on corrective measures. Quality assurance of work performed. Verification and validation of all received debt mandates. Ensure all accounts (i.e. Ledger accounts, etc) are verified before the debt is authorized. Ensure that internal controls are adhered to in line with policies and procedures. Attending to audit queries and submission of RFI. Retrieval and submission of requested information within SLA timelines. Compile management audit response. Overseeing the implementation of the audit action plan. Overseeing and management of record keeping. Ensure that

sensitive information is protected as per POPI act. Ensure that the unit sustains the SABS ISO 9001/2008 quality assurance certificates. Verify and authorise the system transactions. All debt-related transactions on relevant systems: BAS, PERSAL, SAP and ECM. Resolution of escalated queries and provide feedback. Consolidation and analysis of the debt administration productivity report. Weekly productivity analysis report. Monthly take on variance report. Ensure that collection and legal recovery is achieved per SLA for the GPG departments and reduce outstanding debt per SLA target. Monitoring of daily activities performed by staff. Ensure that debts are collected within SLA timelines. Adopt procedures and processes necessary to recover all State monies from defaulters. Debt collection processes are followed. Follow up on progress report on cases referred to State Attorney. Quality assurance of work performed. Write-off recommendations before submission to the departments. Memos for legal action and hand over to the State Attorney. Spot checks for debt files. Ensure that internal controls are adhered to in line with policies and procedures. Resolution of escalated queries and provide feedback. Ensure administration of credits balances and Debt Suspense (Ledger Accounts) achieved per SLA for the GPG departments. Monitoring of daily activities performed by staff. Clearing of Ledger accounts within SLA timelines. Request monthly report for credit balances. Quality assurance of work performed. Verify, correct, and sign the following memos and ISO form related to: Credit refund to suppliers, Credit funds to debtors. Credit refund to beneficiaries of the deceased. Spot checks of credits balance on aging analysis and balances on debt suspense account. Ensure that internal controls are adhered to in line with policies and procedures. Overseeing and management of record keeping. Management of stakeholder relationships. Prepare, consolidate, and compile management reports for GPG departments. Request and prepare monthly BAS reports. Supply monthly debt management reports. i.e. OPSCOM, HOD Analysis and STRAT reports. Analysis of the reports through stakeholders' engagement. Effective customer relations management. Coordinating and facilitate information sharing sessions. Review of policies and procedures when necessary. Overseeing the implementation of policies and procedures. Ensure that advocacy of policies and training sessions are conducted. Consultations with State Attorney and other stakeholders. Compilation and submission of miscellaneous reports for management. Management of the SMS debt related cases. Participation in the recruitment process for debt management and other units. Shortlisting and conducting interviews.

ENQUIRIES : Mr. Leon Steyn at (083) 324 3950

POST 41/182 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/ 057036 (X5 POSTS)**
Branch: Human Resource Services (Cluster 1 & 2)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Human Resources Management/Public Management at NQF level 6 as recognised by SAQA. 3 years 'experience in Human Resource environment. PERSAL Training as added advantage.
DUTIES : Facilitate the operation execution of SLA and utilisation of resource within the HRA unit. Assign tasks received through ECM to practitioner. Administer the allocated and processed of HR mandates within agreed SLA. Approve and/or authorize verified HR administration requests within the SLA timeframe, (appointments, promotions, other conditions of service, pension withdrawals and other service termination benefits) from GPG Departments received via enterprise content management system (ECM) on PERSAL or PCM system within the agreed timeframe. Monitoring of the SLA timeline for all HR related projects plans for the GPG departments. Assure quality on HRA value chain processes. Verify the accuracy of the mandates received by HRA unit and allocate or redirect incorrectly routed mandates to the correct business unit. Ensure that there is fair distribution of allocated work and re-assign, if necessary, in order to assure quality in capturing the information of mandate into the PERSAL system. Quality assure and approve or reject implementation of appointment and basic condition of service mandates on PERSAL and finalize workflows on ECM. Ensure that the SCC calculations and payment for MMS and SMS mandates are accurate. Check and verify benefits for MMS and SMS employees to complete transaction payments on transactions. Provide ESS/SAP HR support to GPG departments. (End user and backend user

support). Resolve queries. Resolve all incoming enquires through e-mail, telephone and walk-in. Solve problem of all difficult and sensitive appointment, promotions, and condition of service cases e.g. labour/AG/Risk audits. Identity and resolve errors that may have occurred promptly and liaise with HR Officers within GPG departments. Manage the electronic systems of rejected mandates. Resolve complex HRA-related queries within the system in accordance with PERSAL guidelines. Resolve ESS/SAP enquiries via the ITSM system. Compile comprehensive performance reports. Analyse the ECM, SAP, and PERSAL Management reports. Monitor rejection reports on a weekly basis and liaise with entities with regards to rejection of mandates. Provide insight presentation and the impact analysis on HRA matters to GPG departments. Supervise the roll-out of SAP ESS system across GPG departments. Monitor compliance and provide advice in relation to policies and processes. Monitor progress against Operation Plan. Maintain compliance on legislation and regulations governing all conditions service (Public Service Regulations/Acts), Government Employee Pension Law, Seek and implement ongoing process improvements. Review efficiency of processes in accordance with policies, procedures, and prescripts. Guide GPG HR employees on HRA processes. Conduct meetings and workshops maintain good relations with all stakeholders. Advice entities on mandates that do not meet the Standard Operating Procedure (SOP's) and oversee the outcome analysis. Ensure roll out of ESS to GPG departments through advocacy meeting and project kick off meetings. Organize and conduct training for "Before and After" go live on ESS and oversee the outcome analysis. Manage and supervise staff performance. First line supervision of employees. Allocate duties and perform quality control on the work delivered. Oversee workflow processes and deadlines of staff. Manage performance, leave, conduct and discipline of supervisees. Review and sign off job profiles for Practitioners.

ENQUIRIES : Ms. Portia Makotwane at (066) 297 1488

POST 41/183 : **ADMIN OFFICER: RISK MANAGEMENT REF NO: REFS/057033 (X2 POSTS)**
Directorate: Risk Management

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Risk Management / Auditing / Public Administration/Business Management qualification at NQF level 6 as recognised by SAQA. 2 years' experience within Risk Management/ Admin Support/ Compliance/Auditing environment.
DUTIES : Provide administrative support to the directorate. Provide logistical arrangements for meetings and workshops, such venue bookings, catering, etc. Maintain filling system for the risk management directorate. Facilitate communication and correspondence with internal and external stakeholders on risk related matters. Update the risk database and register. Provide secretariat support for Risk management Committee meetings. Provide secretariat support for Risk management Committee meetings. Prepare material for the Risk Committee meetings. Provide logistical arrangements for meetings and workshops, such venue bookings, catering, etc. Render risk management support. Collect data from various business units. Facilitate and coordinate the completion and maintenance of the departmental risk register and ensure regular updates from business units. Consolidate risk information for submission of reports. Assist with the facilitation of risk assessments, workshops, and awareness sessions. Facilitate the implementation of the identified risk response activities. Follow up on outstanding action items from audits and risk assessment. Act as the key point of contact for risk related queries from business units. Maintain record for of internal audits, inspections, and risk assessments. Monitor compliance and reporting. Aid in tracking risk compliance with internal risk policies. Gather risk related information to ensure adherence with risk policies. Maintain documentation and evidence to support compliance with governance requirements. Track and monitor audit findings and ensure timeous implementation of corrective measures.
ENQUIRIES : Mr. Oscar Baloyi at 066 486 5508

POST 41/184 : **REGISTRY CLERK REF NO: REFS/057183**
Directorate: Office of the MEC

SALARY : R237 453 per annum (Level 05), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 4. No experience required.
DUTIES : To provide registry services. Distribute documents to the department cluster committees and external role players. Handle telephonic and other enquiries received. Receive, register, sort, and distribute incoming and outgoing mail, memos, and official documents between the Chief of Staff, the department, cluster committees, and external stakeholders. Track and trace files and control the physical or electronic movement of documents within the office. Attend to clients. File all documents. Receive all mail, sort, register and dispatch mail. Distribution of files and mail monthly. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files as required. File and retrieve documents systematically according to the approved departmental file plan and regulatory guidelines (such as the National Archives and Records Services Act). Open and close files, assign folio numbers, and maintain safe custody of confidential or sensitive records. Prepare and process older files for archiving or legal disposal. Complete index cards for all files and maintain accurate records of file movements. Provide general support in the office of the Chief of Staff. Assist with routine office tasks such as photocopying, scanning, digitizing paper records, and operating office machines (like franking or fax machines). Control and manage office stationery and stock supplies for the executive unit. Answer or direct general telephonic and walk-in enquiries to the appropriate staff members. Support logistical or procurement tasks, such as ordering stationery and basic equipment for the section. Control stocks and stationery as chief user clerk for the Chief of Staff. Check and count the stationery on hand every week or month (Stocktaking). Cross a certain threshold so that when the stock of ink, paper, or pens reaches that level, order immediately before it runs out. Prepare and submit new stock requisitions to the Procurement/Supply Chain department after obtaining approval from the Chief of Staff. When the stock arrives, compare it with the Delivery Note and original Purchase Order to ensure you received the correct items and in the correct quantity. Make sure there are no damaged or malfunctioning items before you officially accept them. Store supplies in a locked and secure place (Stationery Cupboard/Storeroom). Store items neatly and systematically (e.g. separate papers from pens). Provide messenger and driver support services. Coordinate with transport clerks or drivers to schedule urgent document drop-offs, inter-branch deliveries, or collection of time-sensitive packages for the Chief of Staff. Provide logistical support for meetings. Distribute meeting folders or digital briefing packs (agendas, minutes of previous meetings, and background reports) to attendees. Handle and file all incoming meeting requests, official invitations, and RSVPs to maintain an accurate guest list. Locate and bring forward historical records, policy files, or past correspondence required for reference during meetings. Ensure all meeting documentation is properly registered, indexed, and tracked in the department's Electronic Document and Records Management System (EDRMS).
ENQUIRIES : Ms. Nonhlanhla Mabuza at (071) 549 0209
NOTE : This position is linked to the term of office of the Member of Executive Council (MEC).

POST 41/185 : **SHIFT LEADER – SECURITY REF NO: REFS/057304 (X2 POSTS)**
Directorate: Security Management

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 Certificate at NQF level 4 as recognized by SAQA with Grade C Security Training registered with PSIRA. 3 Years security experience in a supervisory level.
DUTIES : Performs the administrative duties for all security related functions associated with an assigned shift. Drafting duty rosters and posting sheets, Monitor the proper posting and deploying of security personnel daily. Allocate security tasks. Monitor attendance of security officers. Conduct uniform/dress code inspection. Implement parade during booking on duty. Enforce adherence to site instructions and procedures. Liaise with Senior Security Officer in terms of

daily operations. Conduct hand over to the next shift. Implement the security operational plan. Assist with the control of emergency plan and evacuation procedures and drills. Assist with the planning of security measures for events. Monitor and provide support in case of emergencies. Administer all controls room operations to safeguard the department assets. Supervise all control rooms activities. Report all incidents and any identified non- compliance relating to security prescripts. Review of footage upon request through proper procedure. Update all registers for the incidents observed. Monitor incidents/ occurrence books/registers. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorise the equipment, documents, and stores into or out of the building or premise. Inspect the functioning of electronic, radio and panic button systems. X- Ray machines, walk – through metal detectors, security lights and report all none functioning of security measures. Monitor and provide support in case of emergencies. Record security incidents and breaches and report to the Senior Security Officer. Control the keeping of registers as needed and the recording of all security related activities and incidents. Identify risk and thread to the security of the department. Assist with the investigation of security incidents and breaches and provide input on preventative measures. Compile reports to Senior Security Officers as needed.

ENQUIRIES : Mr. Leon Steyn at (083) 231 4399

POST 41/186 : **HOUSEHOLD AID/WORKER REF NO: REFS/057209**
Directorate: Office of the MEC

SALARY : R170 226 per annum (Level 03), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent), as recognized by the SAQA. No working experience required.
DUTIES : To provide housekeeping and cleaning services. Provide housekeeping and cleaning services. Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in efficient working conditions. Report any item of equipment that needs to be repaired. Report shortage and or faulty machines/equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding and maintenance services. Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms. Nonhlanhla Mabuza at (071) 549 0209
NOTE : This position is linked to the term of office of the Member of Executive Council (MEC).

DEPARTMENT OF HEALTH

APPLICATIONS : Applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
CLOSING DATE : 27 November 2026
NOTE : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by

applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted before appointment. The recommended candidate will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POST

POST 41/187 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: REFS/057377**
Directorate: Clinical

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553 per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186 per annum, (all-inclusive salary package)

CENTRE : Tara the H. Moross Centre, Sandton

REQUIREMENTS : A medical degree (MBBCh or equivalent degree) with an appropriate qualification in psychiatry (FC Psych (SA), MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as an independent specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Sound clinical knowledge and skills in psychiatry and child psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfil the required teaching and training requirements. Knowledge of legislation, policies and procedures about mental health care users. Adequate interpersonal skills as well as professional and ethical conduct always.

DUTIES : Provide a direct clinical service and manage a psychiatric inpatient unit and a weekly outpatient clinic. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health Services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, if and when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs, including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. This post is a joint appointment with the Department of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

ENQUIRIES : Ms. M.A Ngobeni – Ngobeni.mixo@gauteng.gov.za
Ms S. Naidoo - Sheryl.naidoo@gauteng.gov.za

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.

CLOSING DATE : 27 November 2026

NOTES : Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). The selection process will be guided by the EE targets of the employing department. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). The employment decision shall be guided by the Department's Employment Equity Plan. The Department is committed to promoting employment equity, including race, gender and disability representation, through the filling of this post(s). Accordingly, the transfer, promotion or appointment of candidates should contribute towards improving representativity and achieving the numerical targets set out in the Department's Employment Equity Plan. In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. 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 on 076 521 4118/076 942 4090. All shortlisted candidates will undertake practical assessment test, 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 41/188 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/057327**
Chief Directorate: Human Resources Management

SALARY : R1 554 696 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 Human Resources Management/ Human Resources Development / Labour Relations / Industrial Psychology / Public Administration / Public Management / Management Services / Organisational Development / Operations Management. A minimum of 5 years' experience at senior managerial level in the human resources management environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Competencies: Basic knowledge of GPG and DID policies and procedures. Knowledge of Relevant legislation and

Public Service Regulations. Understanding of expectations of customers. Knowledge of Human resources management. Knowledge of Project management methodologies. Knowledge of Project Management. Knowledge of People Management. Knowledge of Financial Management. Knowledge of Conflict Management. Skills: Presentation. Communication. Computer literacy. Project management. Report writing. Analytical. Problem solving. Planning and organising. Leadership. Negotiation. Influencing. Attributes: Responsive. Credible. Quality-oriented. Innovative. Strategic thinker. Decisive. Credible. Motivating.

DUTIES : Oversee the recruitment, selection, appointment, transfer, promotion, acting appointment and onboarding of employees. Oversee the administration of conditions of service, including leave, housing allowance, medical aid, pension benefits, overtime, service terminations and related employee benefits. Oversee accurate and complete personnel records and service histories. Oversee human resource information, payroll services and PERSAL system control. Oversee the monitoring of human resources administration data and reports to support workforce planning and management decision-making. Oversee the improvement of human resources administration processes and systems for enhanced efficiency and service delivery. Oversee collective bargaining and engagement with recognised labour unions and bargaining structures. Oversee grievances, disciplinary cases, misconduct investigations, disputes, incapacity and poor performance matters. Oversee the coordination of conciliation, mediation and arbitration processes and represent the Department where required. Oversee the monitoring of labour relations trends and implementation of measures to reduce disputes and legal risks. Oversee the promotion of sound employee relations and effective conflict resolution processes across the Department. Advise Executive Management on labour relations matters. Oversee the implementation and monitoring of the Performance Management and Development System (PMDS). Oversee the development and implementation of the Workplace Skills Plan and Annual Training report. Oversee training and development programmes for employees at all levels. Oversee career development, mentoring, coaching and succession planning initiatives. Oversee skills development programmes, bursaries, internships and learnerships. Oversee the monitoring of compliance with Skills Development legislation and SETA requirements. Oversee the evaluation of the impact of training and development interventions on organisational performance. Oversee human resources planning, staffing forecasts, vacancy analysis and workforce reporting. Oversee organisational design, structural reviews and job evaluation processes. Oversee the provision of Employee Health and Wellness Programmes, including counselling, health promotion, trauma support and work-life balance initiatives. Oversee organisational culture and change management interventions. Oversee the coordination of human resources management responses to audit findings and any legislative queries. Oversee the monitoring and reporting on the implementation of human resources planning, organisational design and wellness programmes. Oversee the development of policies, strategies, and plans related to recruitment, appointments, service benefits, conditions of service, leave administration, termination processes, personnel records, labour relations, learning and development, skills development, career management and human resources planning, employee wellness, organisational design and change management. Oversee the alignment of the unit's strategic priorities and work plans with those of the Department. Oversee the preparation of annual operation plans. Oversee the implementation of risk and mitigation plans. Oversee the preparation and presentation of management reports for human resources management. Oversee written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Oversee compliance with the Public Service Act, Public Service regulations, Basic Conditions of Employment Act and other applicable prescripts. Manage 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. Monitor under spending or overspending by the unit in terms of the departmental budget allocations.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

OTHER POSTS

POST 41/189 : **CONTROL WORKS INSPECTOR: MECHANICAL REF NO: REFS/057334**
Directorate: District Maintenance Hub

SALARY : R605 742 per annum, (plus benefits)
CENTRE : Westhoven Facility Maintenance Hub
REQUIREMENTS : National Diploma (T/N/S streams) or equivalent / N3 and a passed Trade Test in the Mechanical environment/ Registration as an Engineer Technician. A minimum of 6 years' appropriate experience. A valid driver's license. Competencies: Knowledge Excellent spoken and written communication skills, technical knowledge relevant to your industry, Knowledge of relevant legislation and quality control standards, Good organisational skills and a methodical approach to work, the ability to prioritise workloads and meet project deadlines. The ability to pay close attention to detail good team working skills. Skills: Monitor the progress and expenditure on current maintenance projects and minor new works projects, attend monthly project progress meetings with clients, Manage the activities of contractors and consultants where applicable, Supervise the performance and conduct of subordinates. Attributes: People centered, professionalism, collective responsibility, transformation, Batho Pele Principles, attention to detail, honesty and integrity, Strong ethics.
DUTIES : Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure accuracy of tender documents, specifications and bills of quantities. Ensure effective contract administration through the resolution of disputes. Promote and assist SMMEs, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Gather and submit information in terms of the extended public works programme. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects Identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system.
ENQUERIES : Ms. Sikelelwa Mboto at: 076 521 4118

POST 41/190 : **CHIEF ARTISAN GRADE A-C: MECHANICAL / ELECTRICAL/BUILDING) REF NO: REFS/057331**
Chief Directorate: Maintenance

SALARY : R499 470 - R800 718 per annum, (plus benefits)
CENTRE : Sterkfontein Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations,

Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations. Skills: Project management, technical report writing, technical consulting, Problem solving and analysis, Decision making, Creativity, Communication, Computer, Planning and organizing. Technical design and analysis knowledge. Attributes: Teamwork, Change management, financial management, Customer focus and responsiveness.

DUTIES : Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Undertake research and literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 41/191 : **SENIOR ADMINISTRATIVE OFFICER: CORPORATE SERVICES REF NO: REFS/057332**
Chief Directorate: Maintenance

SALARY : R413 001 per annum, plus benefits
CENTRE : Westhoven District Maintenance Hub
REQUIREMENTS : An undergraduate qualification at NQF level 6 or 7 as recognised by SAQA in in Human Resources Management/ Public Management/ Social Sciences. A minimum of 2-3 years relevant experience, in corporate services environment. A valid driver's license. Competencies: Knowledge of Public Service Act and Regulations, PFMA Act, Labour Relations Act, Skills Development Act. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing and Interpersonal skills. Attributes: Team player, Able to work independently Professional, Confidential, Ability to work under pressure Quality driven.

DUTIES : Coordinate the identification of funded vacancies in consultation with Line managers. Coordinate job advertisements and ensure that vacant posts are advertised. Coordinate the provision of secretariat services for shortlisting and interview committees. Prepare submissions for appointment approvals. Coordinate the validation of personal suitability checks. Coordinate the administration and processing of leave applications, overtime, housing applications, injury on duty incidents and long service duty recognition applications. Process documents for archiving and disposals. Maintain electronic file registers on incoming and outgoing correspondence. Coordinate the provision of reception and switchboard services. Coordinate the provision of cleaning services at the district office. Coordinate driver/messenger services to support the transportation, collection and delivery of official documents, correspondence, equipment and other departmental requirements. Coordinate ICT services for the District Maintenance Hub. Coordinate the implementation of employee wellness initiatives and interventions, including awareness programmes, wellness activities and referrals to wellness support services. Monitor and coordinate employee assistance and wellness cases through maintenance of records, follow up of interventions and escalation of matters requiring specialist or management attention. Coordinate labour relations matters by receiving, recording and referring grievances, complaints, misconducts and other employee relations matters. Coordinate labour relations training for the district. Coordinate the compilation of reports on wellness and labour relations activities and trends requiring management attention. Facilitate departmental induction and bursary programmes. Coordinate and monitor internship programmes. Coordinate appropriate training and development for all staff. Coordinate sign-off performance contracts and reviews for staff.

Coordinate and submit performance management- related documentation for the district. Coordinate performance management queries and correspondences. Facilitate performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Supervise subordinates and maintain discipline. Supervise training and development of subordinates according to agreed training interventions. Develop and update the service delivery and work plan for subordinates. Prepare and submit reports and statistics on all corporate services matters in the district.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 41/192 : **ARTISAN PRODUCTION GRADE A-C: PLUMBER REF NO: REFS/057333**
Directorate: Facilities Maintenance Services
Sub Directorate: Routine Maintenance

SALARY : R253 341 – R 424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Walter Sisulu

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes: Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

POST 41/193 : **ARTISAN PRODUCTION GRADE A-C: PAINTER REF NO: REFS/057365**
Chief Directorate: Maintenance

SALARY : R253 341 – R424 371 per annum, (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Chris Hani Baragwanath Facility Maintenance Hub

REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes: Team player. Customer- focused. Reliable.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor

		staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118
POST 41/194	:	**ARTISAN PRODUCTION GRADE A-C: PAINTER REF NO: REFS/057366** Chief Directorate: Maintenance
SALARY	:	R253 341 – R424 371 per annum, (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
CENTRE	:	Charlotte Maxeke Facility Maintenance Hub
REQUIREMENTS	:	An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's license. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Production process knowledge and skills. Skills: Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills. Attributes: Team player. Customer- focused. Reliable.
DUTIES	:	Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
ENQUIRIES	:	Ms. Sikelelwa Mboto at 076 521 4118

ANNEXURE N

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 41/195	:	**MEDICAL MANAGER: MEDICAL SERVICES (NON-CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER** Cluster: District Health Services Job Purpose: Manage the day - to- day functioning of the Community Health Centre to ensure effectiveness and efficiency.
SALARY	:	R1 479 723 per annum, an all-inclusive MMS salary package
CENTRE	:	Various Hospitals & CHC's: Hlengisizwe Community Health Care Ref No: G74/2026 Pomeroy Community Health Care Ref No: G75/2026 Pholela Community Health Care Ref No: G76/2026 Mfundo Arnold Lushaba CHC Ref No: G77/2026
REQUIREMENTS	:	MBCHB qualification. Plus, Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Plus, A minimum of five 5) years' experience in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving license (Code 08). Competencies: Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
DUTIES	:	Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote teamwork. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).
ENQUIRIES	:	Mr. J Mndebele Tel No: (033) 395 3274
APPLICATIONS	:	All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs.
FOR ATTENTION	:	Miss N.S Buthelezi Tel No: (033) 395 2896
NOTE	:	Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be

accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. (We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE : 27 November 2026

POST 41/196 : **MEDICAL SPECIALIST GRADE 1,2,3: -TRAUMA UNIT REF NO: GS 27/26**
Component: Orthopaedics Department

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE : Greys Hospital

REQUIREMENTS : Grade 12 / Senior Certificate, MBChB or equivalent. FC Ortho (SA) and MMED in Orthopaedics or Equivalent qualification. Registration certificate with HPCSA as a Medical Specialist in Orthopaedics. Current registration with HPCSA as a Medical Specialist in Orthopaedics. **Grade 1:** Not applicable; Registration with the HPCSA as a Medical Specialist. Foreign candidates require 1 Year relevant experience after registration with HPSA as a Medical Specialist, of whom it is not required to perform Community Service. **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 6 Years relevant experience after registration with HPSA as a Medical Specialist of which it is not required to perform Community Service. **Grade 3:** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Foreign candidates will require 11 Years relevant experience after registration with HPCSA as a Medical Specialist of which it is not required to perform Community Service. Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of Orthopaedic patients. Continuously monitor service delivery, both at Grey's Hospital and Referring Hospitals, and to

institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in cost containment activities / practices. Participate in provision of emergency after-hour services. Management: Assist in administrative duties related to the optimal functioning and service delivery in Orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected, analyzed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research ad dictated by clinical need. Outreach: Active participation in outreach program aimed at improvement of patient access to the relevant clinical services (at least one visit a week). To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals. Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.

ENQUIRIES : Dr AWR Mungherera- Head Clinical Department Tel No: (033) 897 3299

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za.

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83 and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources and may be subjected to competency test.). The employment equity target for this post is: African Male, Coloured Male, African Female, Coloured Female.

CLOSING DATE : 27 November 2026

POST 41/197 : **CHIEF EXECUTIVE OFFICER**
Cluster: District Health Services

SALARY : R1 101 468 per annum (Level 12), An all-inclusive MMS salary package

CENTRE : Various Hospitals & CHC's:
Greytown Hospital Ref No: G68/2026
Osindisweni Hospital Ref No: G69/2026
Mahatma Gandhi Memorial Hospital Ref No: G70/2026
Charles Jonhson Memorial Hospital Ref No: G71/2026
Mbongolwane Hospital Ref No: G72/2026
Vryheid Hospital Ref No: G73/2026

REQUIREMENTS : Matric Certificate (Grade 12), Plus. A degree/advanced diploma in a health-related field, PLUS. A Degree/Diploma in health management OR a degree/advanced diploma in a management field; Plus. Registration with

relevant professional council; PLUS. At least 5 (five) years' relevant management experience in the health sector or as a health service manager with management experience in a health service environment (non-clinical); Plus. Unendorsed valid Code B driver's license (Code 08). Competencies: Knowledge, Skills, Training and Competencies Required: Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Job Purpose To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Implement good governance, transparency, and accountability practices. Drive the hospital and its catchment clinics towards achieving and sustaining a clean audit. Responsible for providing strategic leadership and overall management of all health services within the hospital and its catchment area, ensuring the delivery of high-quality, equitable, and patient-centred care across the facility and associated clinics, while driving compliance, efficiency, and continuous improvement. Effectively manage and optimise all resources under your stewardship, including physical, and technological assets, to ensure efficiency, accountability, and maximum impact on service delivery. Drive and implement innovative strategies that advance progress towards Universal Health Coverage (UHC) in alignment with the National Health Insurance (NHI) framework. Build and maintain strong relationships with community structures, oversight bodies, NGOs, and other health sector partners. Participate in Operation Sukuma Sakhe (OSS) and other intersectoral collaborations. Ensure hospital and catchment clinics on readiness for audits, inspections, and quality assurance assessments. Promote a positive organisational culture.

ENQUIRIES Mr. J Mndebele Tel No: (033) 395 3274

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za
Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Miss N.S Buthelezi Tel No: (033) 395 2896

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. (We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE : 27 November 2026

POST 41/198 : **DEPUTY MANAGER HRM: MONITORING & EVALUATION REF NO: UGU DO 07/2026 (X1 POST)**

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

CENTRE : UGU Health District Office

REQUIREMENTS : Senior Certificate,3 year Bachelor Degree / National Diploma in HR Management Human Sciences / Public Management or Administration, A minimum of 3 years' Managerial Experience in Human Resource Management, PERSAL certificate, Computer literacy: MS Office Software Applications, Valid code EB driver's license (code 8); Project management and strategic planning, An understanding of the "push" factors affecting human resource supply and demand within the health sector, Ability to prioritize issues and other work-related matters so as to comply with time frames, Broad knowledge of HR practices and disciplines, Excellent management, facilitation, communication and interpretation skills, Expert knowledge legislative and policy framework informing the area of operation, Ability to capture and communicate the essence of recommendation in a concise and clear corporate language, Ability to prioritize issues and after work related matters in order to comply with tight deadlines, A clear understanding of challenges facing the Public Sector.

DUTIES : Ensure and facilitate the consolidation of an integrated HR Plan for the District and monitor and evaluate the performance of Institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas; Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service

delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service Transformation Plan of the Department, budget allocations as well as standards and workload statistics; Oversee the effective implementation of Human Resources management policy imperatives in Institutions and ensure consistency in the application thereof; Ensure a well-coordinated and integrated approach to develop sound labour relations and within the District promote staff wellbeing, safety, employee performance management and develop system (EPMDS); Manage the utilization of resources allocated to the section inclusive of the development of staff; Provide District HR compliance and support services.

ENQUIRIES : Mrs N. Govender Tel No: (039) 688 3000

APPLICATIONS : Application to be forward to: The District Director, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240 Applications can also be e-mailed to: UGU.HRIntern@kznhealth.gov.za

FOR ATTENTION : The Human Resource Manager

NOTE : Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – Must Not Be Submitted When Applying for Employment. (Only shortlisted candidates will be requested to submit proof) 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026

POST 41/199 : **HEAD OF DEPARTMENT-PND3 REF NO: KZNCN-NGWE CAMP 02/2026 (X1 POST)**
Institution: Ngwelezana Tertiary Hospital
Component: KZNCN-Ngwelezana Campus

SALARY : R741 783 per annum. Other Benefits: 13th Cheque, 8% Rural Allowance, Medical Aid (Optional) and Housing Allowance (Employee must Meet Prescribed Requirements)

CENTRE : Empangeni

REQUIREMENTS : Senior Certificate / Grade 12, Plus A Diploma / Degree in Nursing, Midwifery, Community and Psychiatry Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS Current Registration with the South African Nursing Council (SANC) 2026. Additional Information: Master's degree in nursing. A post-registration qualification in Nursing Management/Nursing Administration/Health Service Management. Basic computer literacy course. Plus, A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post-basic qualification in Nursing Education. Unendorsed valid Code EB driver's licence (code 08). Knowledge, Skills, Training and Competencies Required: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing ACT, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processed related to coordination of Basic and Post-Basic Nursing including the Diploma in Nursing (General, Community, Psychiatry) and Midwifery, Diploma in Nursing, Higher Certificate in Nursing, Advanced Diploma in Midwifery and Post-Graduate Diploma's in Nursing. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within deadlines.

DUTIES : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure to students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates teaching and learning of R171 programme. Ensure the implementation of quality assurance in R171 programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.

ENQUIRIES : Dr TE Matsane Tel No: (035) 9017094

APPLICATIONS : All applications should be forwarded to Dr TE Matsane, The Campus Principal, Ngwelezana Campus, Private Bag X20016, Empangeni, 3880. for attention: The Registrar Academic by courier OR hand delivered at Admin Block, Ngwelezana Campus in Ngwelezana Hospital, Thanduyise Road, next to Ngwelezane Police Station. Applications can also be emailed to NgwelezaneHospital.HRJobApplication@kznhealth.gov.za OR ntombifikile.dube@kznhealth.gov.za The reference number must be indicated in the column provided on the form Z83, e.g. KZNCN-NGWE CAMP 05/2025

NOTE : The following documents must be submitted: Amended application for employment (Z83) which is obtainable from any Government Department OR from the website -www.health.gov.za, which must be originally signed, initialled and dated. Applications received on the incorrect Z83 form will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose information will automatically disqualify the applicant. The application form (Z83 must be accompanied by a comprehensive Curriculum Vitae (with detailed experience). Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirement and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Persons with disabilities should feel free to apply for the post. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints.

CLOSING DATE : 30 November 2026

POST 41/200 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 REF NO: PMMH 41/2026 (X1 POST)**
Re-advertisement: Candidates who previously applied for this post are encouraged to re-apply.
Component: Infection Prevention and Control (IPC)

SALARY : R571 161 – R644 613 per annum. Other Benefits: Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional), In-hospital Area Allowance (8% of basic salary)

CENTRE	:	Prince Mshiyeni Memorial Hospital
REQUIREMENTS	:	Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2026). A minimum of seven (7) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A qualification in Infection Prevention and Control from a recognizable institution of Higher Learning. will be an added advantage. Knowledge, Skills Training and Competencies Required: Knowledge of Public service policies, Health Act and Nursing Act, SANC regulations, Code of conduct, Batho Pele principle, Labour relations Act, Occupational Health and Safety Act. Sound knowledge of Infection Prevention and Control, patient safety and quality assurance standards, nursing care, and clinical guidelines, possess good communication, leadership, interpersonal, conflict management, negotiation, decision making, and problem solving skills. Good human relations, demonstrating concern for patients and promoting and advocating proper treatment and care in line with Batho Pele principles. Demonstrate a basic understanding of Human Resource and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure effective and quality care. Ability in organizing, planning and possess supervising skills and function well within the team.
DUTIES	:	Provide effective and efficient Infection Prevention and Control services in the institution and feeder clinics. Draft annual IPC operational plan. Develop and ensure implementation of Infection Control plan for the institution and feeder clinics. Sustain IPC Programme and monitor progress on quarterly basis. Facilitate appointment and review of IPC Committee members. Conduct Infection and Control meetings. Provide support to the Hospital Management team to ensure that a high standard of infection control is maintained. Advise the hospital management of all identified infection control risks and recommendation thereof. Provide management and supervisors with up to date infection control information. Ensure that all departments and clinics are provided with infection control guidelines, protocols, SOP's and that these are implemented. Conduct IPC audits, identify gaps, collate and coordinate formulation of Quality improvement plans for identified gaps. Develop and implement an annual in-service trainings and orientation induction Programme for clinical and non-clinical staff on IPC practices. Monitor and evaluate IPC practices in hospital & clinics. Provide technical support, development of training materials, information sheets on Infection Prevention and Control. Develop basic tools for monitoring IPC standards and related IPC indicators and data collection tools. Conduct monthly and random hygiene inspections in all departments and monitor implementation of action plans. Conduct IPC risk assessments and audits and monitor implementation of action plans. Monitor management, notification and reporting of communicable diseases. Ensure timeous submission of daily, weekly, monthly and quarterly reports to relevant stakeholders. Participate in Antibiotic Stewardship Programme and monitor compliance to antibiotic policy. Compile annual institutional infection prevention and control procurement plan. Plan the budget for infection control department and exercise control over utilization of such a budget. Monitor availability and proper management of IPC resources and supplies. Facilitate procurement of infection control equipment and other resources. Monitor the cleaning and disinfection of the equipment and environment. Review outbreak of infections and advise on how outbreaks can be managed and prevented. Collate weekly, monthly, quarterly IPC reports and present to management. Represent the facility at District and Provincial IPC forums/meetings. Ensure that surveillance are done in the institution and clinics and reported as per requirement. Report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC Co-ordinator.
ENQUIRIES	:	Mrs. M Pillay Tel No: (031) 907 8519
APPLICATIONS	:	Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Nokukhanya.Mchunu@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

FOR ATTENTION : Mr. M.F Mlambo

NOTE : Directions to Candidates: Applicants must submit a fully completed, initialled and signed Z83 form and a detailed CV only. All fields of Sections A, B, C and D of the Z83 must be completed in full. Due to the limited space on the Z83, applicants may indicate “refer to CV” or “see attached” in Sections E, F and G. However, the question relating to conditions that prevent re-appointment under Part F must be answered, and the declaration must be completed and signed. Only shortlisted candidates will be required to submit certified supporting documents and a Certificate of Service endorsed by Human Resources. Only the new Z83 Application for Employment form, effective from 01 January 2021, will be accepted. The form is available from any Government Department or from the KZN Department of Health or DPSA websites. The reference number and position applied for must be clearly indicated on the Z83 form. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to sign a performance agreement within three months of appointment. Due to the anticipated high number of applications, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates. If you are not contacted within two months after the closing date, please consider your application unsuccessful. African males and persons with disabilities from all designated race groups are encouraged to apply. No subsistence and travel (S&T) payments will be made to candidates attending interviews. Applicants with foreign qualifications must have their qualifications evaluated by SAQA and provide proof of the evaluation where required. Failure to comply may result in the application not being considered. The Department reserves the right not to fill the post(s). Failure to comply with the above requirements will result in disqualification. (This Department is an equal opportunity and affirmative action employer committed to promoting representivity at all levels and across all occupational categories.)

CLOSING DATE : 27 November 2026

POST 41/201 : **LIBRARIAN REF NO: KZNCN-NGWE CAMP 01/2026 (X1 POST)**
Institution: Ngwelezana Tertiary Hospital
Department: KZNCN-Ngwelezana Campus

SALARY : R413 001 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must Meet Prescribed Requirements)

CENTRE : Empangeni

REQUIREMENTS : Senior Certificate/Grade 12, Plus A Diploma/Degree in Library and Information Science. At least two (2) years’ experience in the relevant field. Knowledge, Skills and Competencies Required: The candidate must have an ability to make independent decisions. Leadership, management, planning, organizing and co-ordination skills. Have the knowledge of Health activities, Research methodology, Clinical terminology and Library practices. National Archives of South Africa Act, 1996. Public Service Act, 1994. Skills Development Act, 1998, Labour Relations Act, 1997. Basic Conditions of Employment Act, 1997. Project Management. Research. Computer Literacy. Communication both internal and external stakeholders. Analytical. Policy development. Promotion and marketing. Supervisory.

DUTIES : To design, develop and maintain a collection of research reports, journals and other health related material and manage the accessibility thereof to users. Classify, catalogue and index new material acquired by the Library and update the information management system to reflect the new material. Administer the material on loan to and from the library to ensure that the material is current, in good condition and is returned timeously. Perform information searches on material in the library, in other libraries and on the internet in order to meet the knowledge requirements of library users. Design and implement a health-specific library index and associated information management system to facilitate the efficient and effective storage and retrieval of health and medical

research material including information contained on media such as CD's; video's and DVD's. Promote the use of the library in order to contribute to the development of a culture of continuous learning within the Department. Review library processes to enable an improved service to users. Provide orientation to new staff and students on the use of library services.

ENQUIRIES : Dr TE Matsane Tel No: (035) 901 7094

APPLICATIONS : All applications should be forwarded to Dr TE Matsane, The Campus Principal, Ngwelezana Campus, Private Bag X20016, Empangeni, 3880 for attention: The Registrar Academic by courier OR hand delivered at Admin Block, Ngwelezana Campus in Ngwelezana Hospital, Thanduyise Road, next to Ngwelezane Police Station. Applications can also be emailed to NgwelezaneHospital.HRJobApplication@kznhealth.gov.za OR ntombifikile.dube@kznhealth.gov.za The reference number must be indicated in the column provided on the form Z83, e.g. KZNCN-NGWE CAMP 05/2025

NOTE : The following documents must be submitted: Amended application for employment (Z83) which is obtainable from any Government Department OR from the website -www.health.gov.za, which must be originally signed, initialled and dated. Applications received on the incorrect Z83 form will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose information will automatically disqualify the applicant. The application form (Z83 must be accompanied by a comprehensive Curriculum Vitae (with detailed experience). Applicants are not required to submit copies of qualifications and other relevant documents on the application. Such documents will be requested from shortlisted candidates only. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirement and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Persons with disabilities should feel free to apply for the post. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due to departmental budgetary constraints.

CLOSING DATE : 30 November 2026

POST 41/202 : **HEALTH AND SAFETY OFFICER REF NO: RKK/SO1/2026 (X1 POST)**
Re-advertised and candidates who had previously applied may re-apply

SALARY : R413 001 per annum

CENTRE : R.K Khan Hospital: KwaZulu Natal

REQUIREMENTS : Grade 12 / Matric. Appropriate Degree / National Diploma in Environmental Health or Degree /national Diploma in Safety Management or B Tech degree in safety management or environmental health. Minimum of Three (3) years' experience as a Safety Officer. Certificate of Service endorsed and stamped by Human Resource. Computer literacy and valid driver's license will be an advantage. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following the communication from Human Resource. Knowledge, Skills Training and Competencies Required: Knowledge of Legislation pertaining to Occupational Health and Safety. Identification, control, elimination and monitoring of hazards Health education and administration of the service. Computer literacy. Accident investigation. Disaster management.

DUTIES	:	Identification of potential situations that could lead to injury/disability/death of staff member/ visitor. Property damage or loss, internal disasters, medico-legal claim and reporting thereof to the Assistant Director: Health and Safety. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the Occupational Health and Safety act, 85 of 1993.Assisting the Assistant Director: Health and Safety in ensuring that the buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act, 85 of 1993 and its regulations
ENQUIRIES	:	Mr NTA Dumakude Tel No: (031) 459 6018
APPLICATIONS	:	All applications to be posted to: R.K. Khan Hospital, 336 R.K. Khan Cir, Westcliff, Chatsworth 4092 or drop off in the application box at Human Resource Department, 2nd Floor Recruitment Office Opposite Theatre or email to Phumelele.Makhoba@kznhealth.gov.za .Applicants are discouraged from sending applications through registered mail/postal services as the hospital will not be responsible for non-collection of those applications.
NOTE	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed ,initialled and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE	:	27 November 2026
POST 41/203	:	**SUPPLY CHAIN CLERK REF NO: PMMH 42/2026 (X1 POST)** Component: Supply Chain Management
SALARY	:	R237 453 – R279 708 per annum (Level 05). Other Benefits: Home Owner Allowance (conditions apply) ,13th Cheque (conditions apply), Medical Aid (Optional).
CENTRE	:	Prince Mshiyeni Memorial Hospital
REQUIREMENTS	:	Senior Certificate (Grade 12) or equivalent recognised qualification. Knowledge, Skills Training and Competencies Required: Basic knowledge of Supply Chain Management policies and procedures. Basic knowledge of procurement, purchasing and stock control processes. Basic knowledge of financial and administrative procedures. Computer literacy, including Microsoft Office. Good communication and interpersonal skills. Good numerical, organisational and record-keeping skills. Ability to capture and process information accurately. Ability to work under pressure and meet deadlines. Ability to work independently and as part of a team. Honesty, integrity, reliability and confidentiality. Knowledge of Batho Pele principles.
DUTIES	:	Assist with the processing of procurement and supply chain transactions. Capture and process requisitions, orders and related supply chain documents. Assist with obtaining quotations and processing procurement documentation

in accordance with applicable procedures. Maintain accurate procurement, supplier and stock records. Receive, check and record goods and services delivered to the institution. Assist with stock control, stocktaking and the monitoring of stock levels. Verify invoices and supporting documents before submission for processing. Maintain proper filing and safekeeping of supply chain records. Assist with the preparation of supply chain reports and statistics. Respond to enquiries and provide administrative support to the Supply Chain Management unit. Ensure compliance with applicable SCM policies, procedures and delegations. Perform any other related duties as directed by the supervisor.

ENQUIRIES : Ms BLA Dladla Tel No: (031) 907 8406

APPLICATIONS : Applications to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications may alternatively be emailed to: Nokukhanya.Mchunu@kznhealth.gov.za quoting reference number only in the subject line. Emailed applications should please be sent as one attachment.

FOR ATTENTION : Mr. M.F Mlambo

NOTE : Directions to Candidates: Applicants must submit a fully completed, initialled and signed Z83 form and a detailed CV only. All fields of Sections A, B, C and D of the Z83 must be completed in full. Due to the limited space on the Z83, applicants may indicate “refer to CV” or “see attached” in Sections E, F and G. However, the question relating to conditions that prevent re-appointment under Part F must be answered, and the declaration must be completed and signed. Only shortlisted candidates will be required to submit certified supporting documents and a Certificate of Service endorsed by Human Resources. Only the new Z83 Application for Employment form, effective from 01 January 2021, will be accepted. The form is available from any Government Department or from the KZN Department of Health or DPSA websites. The reference number and position applied for must be clearly indicated on the Z83 form. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to sign a performance agreement within three months of appointment. Due to the anticipated high number of applications, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates. If you are not contacted within two months after the closing date, please consider your application unsuccessful. African males and persons with disabilities from all designated race groups are encouraged to apply. No subsistence and travel (S&T) payments will be made to candidates attending interviews. Applicants with foreign qualifications must have their qualifications evaluated by SAQA and provide proof of the evaluation where required. Failure to comply may result in the application not being considered. The Department reserves the right not to fill the post(s). Failure to comply with the above requirements will result in disqualification. (This Department is an equal opportunity and affirmative action employer committed to promoting representivity at all levels and across all occupational categories.)

CLOSING DATE : 27 November 2026

POST 41/204 : **ENROLLED NURSING ASSISTANT REF NO: NMH/ENA/2026 (X1 POST)**
(Re-advertisement)

SALARY : Grade 1: R181 230 – R207 225 per annum
Grade 2: R211 401 – R239 922 per annum
Grade 3: R249 141 – R310 890 per annum
Other Benefits 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS	:	**Grade 1:** Experience: None **Grade 2**: Experience: A minimum of 10 years' appropriate / recognizable experience in nursing after registration as Enrolled Assistant with SANC. **Grade 3:** Experience A minimum of 20 years' appropriate/ recognizable experience in nursing after registration as Enrolled Nursing Assistant with SANC. Grade12 or equivalent qualification, plus 01-year Nursing Assistant certificate that allows registration with South African Nursing Council (SANC 2026). Current registration with the South African Nursing Council (SANC 2026) as a Nursing Assistant. Knowledge, Skills, Training and Competencies Require Nursing Act. Health Act Occupational Health and Safety Act. Patients' Rights Charter. Batho Pele principles. Public Service Regulations Labour Relations Acts. Disciplinary Code and Procedure Grievance Procedure, etc. Basic communication skills Basic writing skills. Ability to function part of a team. Basic interpersonal skills. Elementary facilitation skills.
DUTIES	:	Ensure maintenance of patient hygiene. Facilitate nutritional status of patients. Facilitate the mobility of patients. Facilitate the elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures (i.e. administering intramuscular injections). Preparation of patients for diagnostic and surgical procedures. Order stock and equipment in a cost-effective manner. Report loss or damage immediately. To maintain the code of conduct as required in Public Service and by the Professional Body. Seek learning opportunities, i.e. in-service training, courses. Assist patients with bathing, dressing, feeding and toileting. Help patients with mobility, positioning, and transferring safely. Ensure patients are comfortable and maintain their dignity. Observe and record changes in patient's physical/ emotional condition to the supervisor. Measure and record vital signs. Follow infection prevention and control procedures. Practice proper hand hygiene and personal protective equipment. Maintain cleanliness of patient care areas and equipment (PPE) Ensure a safe environment by preventing falls and reporting hazards. Respond promptly to patient requests and emergencies. Record care provided accurately and promptly. Participate in shift handover and follow up instructions from supervisors. Maintain patient confidentiality. Demonstrate punctuality, reliability and professional behaviour. Report faulty equipment and ensure supplies are adequate.
ENQUIRIES	:	Mrs. G.N Nkosi Tel No: (034) 331 3011
APPLICATIONS	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: Niemeyer.Intern@kznhealth.gov.za
NOTE	:	Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidates on or before the interviews. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to many applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote presentively at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male.

CLOSING DATE : 27 November 2026

ANNEXURE O

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS
The Mpumalanga Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity (disability, gender and race) through the filling of posts and candidates whose transfer/promotion/appointment promote representativity will receive first preference. Persons with disabilities and all races are encouraged to apply.

APPLICATIONS : Applications must only be submitted online through the Provincial e-Recruitment Portal at: https://erecruitment.mpg.gov.za. Applicants are required to register and create a profile on the system before submitting their applications.

CLOSING DATE : 27 November 2026

NOTE : Applications must only be submitted online through the link: https://erecruitment.mpg.gov.za on the new signed Z83 form and must be accompanied by a comprehensive Curriculum Vitae. Only Shortlisted candidates will be required to submit certified copies of all qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records check; Citizenship check; Credit worthiness check; Previous employment (reference checks); Qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate suitability based on the post technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection Panels shall score both technical exercises as an additional criterion in the interview process. Following the technical exercise and interview, a maximum of three SMS and MMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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 not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 41/205 : **CHIEF DIRECTOR: TECHNICAL SERVICES REF NO: 2026/COGHSTA/16**
Chief Directorate: Technical Services

SALARY : R1 554 696 per annum (Level 14), (all-inclusive SMS remuneration package)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised NQF Level 7 Advance Diploma or Bachelor's Degree in Civil Engineering / Construction Management / Quantity Surveying / Architecture / Town and Regional Planning or Project Management in the building environment. A Minimum of 5 years' experience at a senior management level. Registration with a recognized professional engineering body like ECSA/SACAP or SACPLAN, SACPCMP, SACQSP. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Honesty and Integrity. Knowledge of the. Constitution of the Republic of South Africa; Public Service Act and Public Service Regulations; Public Finance Management Act; Treasury Regulations and supply-chain-management prescripts; Housing Act and applicable human-settlements legislation; Division of Revenue Act and applicable grant frameworks; National Housing Code; Infrastructure Delivery

Management System; Framework for Infrastructure Delivery and Procurement Management; Construction and engineering legislation, standards and codes; Contract forms applicable to infrastructure projects, including GCC, JBCC, NEC and FIDIC, where relevant; Municipal Finance Management Act and municipal infrastructure environment; National Building Regulations and Building Standards Act; Occupational health and safety legislation; Environmental-management legislation; Programme and project management; Risk, quality and contract management; Infrastructure budgeting, expenditure management and reporting; Monitoring, evaluation and performance-information requirements; and Intergovernmental relations and stakeholder management

DUTIES : Provide strategic leadership for technical services, Manage infrastructure planning and programme development, Direct the implementation of engineering and infrastructure programmes, Manage engineering governance and quality assurance, Manage professional service providers, contractors and implementing agents, Manage infrastructure budgets and expenditure, Manage stakeholder and intergovernmental relations, Ensure governance, risk management and audit compliance, Manage the provision of administrative support services, To manage and coordinate the Municipal Infrastructure Grant and waste-management support, To manage and coordinate provincial coordination of Water Services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/206 : **DIRECTOR: OFFICE OF THE HOD REF NO. 2026/COGHSTA/17**
Office of the HOD

SALARY : R1 317 384 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or bachelor's degree at NQF Level 07 in Public/ Administration/ Business Management /or relevant qualifications. A minimum of 5 years' relevant experience in middle management in Office Management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and Organising Skills. Report writing and presentation skills. Sound analytical and problem-solving skills. Financial Management skills. Change management skills. Excellent interpersonal skills and customer relations. Decision making. Able to interpret and apply policies. Ability to work under pressure and meet deadlines. Planning and organising. Knowledge of relevant legislations applicable to Public Service Act/PFMA and Human Resource Management. Proficient Computer Literacy (Ms Word, Excel, PowerPoint, Outlook). Good communication and People Management and empowerment. Good project management skills. Ability to follow a proactive and creative problem-solving approach.

DUTIES : Provide Strategic Leadership and Governance for the Office of the Head of Department. Provide strategic leadership and oversight over the administration and operations of the Office of the Head of Department. Develop, implement and monitor governance systems, policies, frameworks and standard operating procedures to enhance the effectiveness of the Office. Ensure effective coordination, quality assurance and monitoring of executive correspondence, submissions, reports and strategic documentation submitted to and from the Office of the Head of Department. Provide Strategic Executive Support and Institutional Coordination. Provide strategic advice and support to the Head of Department on governance, organisational performance, stakeholder management and executive administration. Coordinate departmental strategic planning, annual performance planning, operational planning and institutional reporting processes within the Office of the Head of Department. Lead Strategic Secretariat and Executive Coordination Services. Provide strategic oversight and management of secretariat services for Top Management, Governance and other strategic departmental committees. Manage Resources and Performance of the Office of the Head of Department. Provide strategic leadership in the management of human, financial and physical resources within the Office of the Head of Department. Manage the budget, expenditure and financial performance of the Office in accordance with the Public Finance Management Act, Treasury Regulations and departmental policies.

ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/207	:	**DIRECTOR: INTERNAL AUDIT REF NO. 2026/COGHSTA/18** Directorate: Internal Audit
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advanced Diploma or bachelor's degree at NQF Level 07 in Accounting/ Auditing with a minimum of 5 years' relevant experience at middle management in Internal Auditing or Auditing environment. Registration with the Institute for Internal Auditors (IIA) or South African Institute of Charted Accountants (SAICA)., Pre Entry SMS or Nyukela Certificate is required prior to appointment, Chartered Accountant or Certified Internal Auditor will be an added advantage. A valid driver's license. Skills and Competencies: Report writing and presentation skills. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Decision making. Policy and guidelines development. Ability to work under pressure. Planning and organising. Knowledge of relevant legislations applicable to Auditing. Knowledge of Audit processes and techniques. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Ability to follow a proactive and creative problem-solving approach. Ability to work under pressure and meet deadlines. International standards for professional practice of internal audit, risk management standards and procedures and knowledge of corporate governance and prescripts.
DUTIES	:	Conduct compliance, regulatory and governance audit service. Evaluate and improve the effectiveness of risk management, control and governance processes. Evaluate management measures to promote economy, efficiency and effectiveness. Report significant risk exposures and control issues, including fraud risks, governance issues and other matters. Evaluate specific operations and the request of the Audit Committee or management as appropriate. Conduct compliance, regulatory and governance audit service. Conduct performance and information systems audits. Conduct forensic audit services.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/208	:	**DIRECTOR: FIRE SERVICES REF NO. 2026/COGHSTA/74** Chief Directorate: Provincial Disaster Management Coordination
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advanced Diploma or Bachelor's Degree at NQF Level 07 in Fire Technology/ Emergency Management/ Disaster Management or relevant field of study with a minimum of 5 years' experience at middle / senior managerial level in fire services, or fire safety/ risk related field. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services. Change Management.
DUTIES	:	Manage the implementation of the Fire Brigade Act and framework in the Province. Manage the drafting and submission of risk assessment reports and profiles. Monitor and evaluate compliance to the national fire minimum standards. Manage the function of appointed category of authorised persons (CAPS). Render support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Participate in fire risk

reduction, events, monitoring and evaluation committees. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Manage the coordination of all Provincial Fire and Rescue Services Technical Task Teams. Perform capacity building, research and training on Fire Services. Coordinate and support urban search and rescue services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

OTHER POSTS

POST 41/209 : **DEPUTY DIRECTOR: FIRE SERVICES REF NO: 2026/COGHSTA/19**
Chief Directorate: Provincial Disaster Management Coordination

SALARY : R1 101 468 per annum (Level 12), (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advanced Diploma or Bachelor's degree at NQF Level 07 in Fire Technology / Emergency Management/ Disaster Management or relevant field of study with a minimum of 3 years' experience at Junior Management level in fire services, or fire safety/ risk related field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services. Change Management.

DUTIES : Manage the implementation of the Fire Brigade Act and framework in the province. Manage the drafting and submission of risk assessment reports and profiles. Monitor and evaluate compliance to the national fire minimum standards. Manage the function of appointed category of authorised persons (CAPS). Render support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Participate in fire risk reduction, events, monitoring and evaluation committees. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Manage the coordination of all Provincial Fire and Rescue Services Technical Task Teams. Perform capacity building, research and training on Fire Services. Coordinate and support urban search and rescue services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/210 : **DEPUTY DIRECTOR: MUNICIPAL PERFORMANCE, MONITORING, REPORTING AND EVALUATION REF NO: 2026/COGHSTA/20**
Chief Directorate: Municipal Support

SALARY : R1 101 468 per annum (Level 12), (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Bachelor's Degree at NQF level 7 in Public Administration / Social Sciences / Project Management or an equivalent qualification. Minimum of 3 years' experience in Monitoring and Evaluation and Project Management in a local government environment at Junior Management level. Knowledge of the Local Government Legislation in relation to the position and National Treasury Framework for managing programme and performance information. Experience in planning, design and implementation of monitoring and evaluation systems, information analysis and the ability to present performance information reports to relevant stakeholders. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Policy Development and implementation. Computer literacy. Ability to handle pressure and able to meet deadline. A valid Driver's License. Skills and Competencies: Good interpersonal relations, Presentation and

facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity. Knowledge of Project and Programme Monitoring. Knowledge of the PGDS, monitoring and evaluation methods and systems, People and Stakeholder management.

DUTIES : Support municipalities to institutionalize performance management systems. Assess the alignment of Municipal SDBIPs with IDPs. Evaluate and assess the IDP and SDBIP implementation programmes in Municipalities. Compile reports and submit to relevant stakeholders within the required timelines. Coordinate and implement monitoring and evaluation systems in municipalities.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/211 : **DEPUTY DIRECTOR: MUNICIPAL BY-LAWS DELEGATION AND ANTI-CORRUPTION REF NO: 2026/COGHSTA/21**
Chief Directorate: Municipal Support

SALARY : R1 101 468 per annum (Level 12), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or a Bachelor's Degree at NQF level 7 in Public Management/ Administration or any relevant qualification. A minimum of 3 years' experience at Junior Management level within Local Government administration services. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Stakeholder Management. Change Management.

DUTIES : Coordinate and support municipalities to develop review and adopt municipal by-laws in the province, coordinate relevant stakeholders to ensure that they participate in the enforcement of adopted and gazetted municipal by-laws to ensure compliance. Render support to the facilitation of sessions with municipalities to develop effective systems of delegations. Support and promote ant-corruption practices in municipalities. Render administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/212 : **DEPUTY DIRECTOR: PICC SUPPORT REF NO: 2026/COGHSTA/22**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khoi-San Leaders

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF Level 7 in Public Management / Administration/ Social Science or any relevant qualification. A minimum three years' relevant experience at Junior Management level in coordinating Committee matters. A valid driver's license. Skills and Competencies: Strategic planning, coordination, report writing, leadership, policy implementation, stakeholder engagement, problem solving. Customary Initiation Act, Traditional Leadership legislation, public administration, project management, stakeholder management, monitoring and evaluation. Computer literate. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES	:	Coordination and secretariat support to the PICC. Coordinate meetings and activities of the Provincial Initiation Coordinating Committee. Facilitate communication between government departments, traditional leaders, municipalities, and other stakeholders involved in initiation practices. Develop annual operational plans and implementation schedules for initiation seasons. Monitoring, Compliance and Regulation of Initiation Schools. Monitor the registration and operation of initiation schools. Conduct inspections and compliance assessments before, during, and after initiation seasons. Ensure adherence to prescribed health, safety, and cultural protocols. Stakeholder Management and Community Awareness. Liaise with traditional leaders, Houses of Traditional and Khoi-San Leaders, SAPS, Health, Education, Social Development, and municipalities. Coordinate awareness campaigns on initiation-related legislation and safety measures. Policy Implementation, Reporting and Strategic Support. Implement national and provincial policies, frameworks, and guidelines relating to customary initiation. Compile quarterly and annual performance reports for the Department and PICC. Maintain accurate databases and records of initiation schools, traditional surgeons, and caregivers.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/213	:	**DEPUTY DIRECTOR: RISK AND COMPLIANCE MANAGEMENT REF NO: 2026/COGHSTA/23** Directorate: Risk and Compliance Management
SALARY	:	R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF Level 7 in Accounting, Risk Management, Auditing or Internal Auditing/ Control as major subjects. Practical experience in risk management or internal auditing. A minimum of 3 years' experience obtained within Risk Management environment at junior management level. A valid driver's license. Skills and Competencies: Report writing and presentation skills. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Decision making. Policy and guidelines development. Ability to work under pressure. Planning and organising. Knowledge of relevant legislations applicable to risk management. Knowledge of risk management processes and techniques. Proficient Computer Literacy.
DUTIES	:	Develop risk management strategies and guidelines. Identify and evaluate risks in the Department. Facilitate the development and implementation of mitigation strategies. Develop and manage business continuity management plan. Develop and implement anti-corruption plan. Investigate possible instances of fraud and corruption. Render integrity management services. Facilitate financial disclosure and maintenance of gift register. Coordinate and manage the investigation of possible instances of fraud and corruption. Render integrity management services. Facilitate the process of risk identification, assessment and development of response strategies. Coordinate Scopa and other oversight bodies' responses. Communicate the Department's Risk Management Plans to all stakeholders in the department and monitor its implementation. Facilitate orientation and training for the Risk Management Committee and Risk Champions. Report the risk intelligence to the Accounting Officer, Management, Risk Management Committee and Audit Committee. Management of human and financial resources.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/214	:	**DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2026/COGHSTA/24** Chief Directorate: Financial Management
SALARY	:	R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE	:	Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and its prescripts. Departmental policies and procedure. Financial systems E.g. CASEWARE. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). A valid driver's license. Skills and Competencies: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

DUTIES : Manage, oversee, plan and develop financial reports and statements. Prepare and manage training plan for Annual Financial Statements (AFS) / Interim Financial Statements (IFS) and train line function and other finance officials for financial reporting inputs. Liaising with line function and the finance officials to obtain accurate, complete and reliable inputs for financial reporting purposes within set timeframes. Liaise with Provincial Treasury regarding any information required for financial reporting purposes. Verify compliance as prescribed by Provincial Treasury and capture inputs on working papers and agree with the template. Preparation, compilation and interpretation of Interim and Annual Financial Statements. Submit AFS / IFS to National Treasury and Auditor General of South Africa in strict compliance with the PFMA and other prescripts. Oversee the compilation of the monthly reports: Manage the resources of sub directorate (Physical and Human). Ensure capacity and development of employees. Manage discipline. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/215 : **DEPUTY DIRECTOR: COMMUNITY EMPOWERMENT AND STAKEHOLDER MANAGEMENT REF NO: 2026/COGHSTA/25**
Chief Directorate: Building Construction and Project Management

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Ehlanzeni District (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Public Management/ Administration or any relevant qualification. A minimum of 3 years' relevant experience at Assistant Director level. Knowledge of the Public Service Act and Regulations, Local government policy frameworks, Organisational Transformation, Diversity Management, and Change Management principles. A valid Driver's License. Skills and Competencies: Strategic planning and organising, Report writing skills, Decision Making, Analytical thinking and problem solving, Communication and presentation, Strategic planning and organising Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

DUTIES : Facilitate and implement community education and empowerment programmes. Administer stakeholder developments and engagements within the district. Manage capacity building programmes for municipalities on human settlements matters. Conduct social development enterprise. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013)

766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/216 : **CENTRE MANAGER REF NO: 2026/COGHSTA/26**
Chief Directorate: Municipal Support

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Gert Sibande District (Daggakraal Thusong Service)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Public Management / Administration or relevant qualification. A minimum of 3 years' experience in Service Delivery Improvement environment at Junior Management level. Thorough experience of working with different stakeholders and sector departments. Have knowledge of Thusong Service Centre programmes. Computer literacy. A valid Driver's License. Skills and Competencies: Good interpersonal, liaison and information gathering skills. Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of institutionalization of Batho Pele Principles and Standards. Financial Management skills. Strategic leadership capability. Communication skills (verbal and written). Planning and organizing skills. Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills, report-writing skills.
DUTIES : Manage and recruit service providers to the Thusong Service Centre. Manage Thusong Service Centre programmes on a daily basis. Optimize security at the Thusong Service Centre. Ensure effective operation and efficient maintenance of the Centre. Compile weekly and monthly reports on the operations of the Centre to the Department. Ensure effective application of Batho Pele Principles. Market and represent the Centre. Maintain liaison with service providers.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/217 : **DEPUTY DIRECTOR: SUPPLY CHAIN PERFORMANCE REF NO: 2026/COGHSTA/27**
Chief Directorate: Financial Management

SALARY : R932 292 per annum (Level 11), (All-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's degree at NQF Level 7 in Supply Chain Management / Logistics / Finance or related qualification. A minimum of 3 years' experience at an Assistant Director level in Supply Chain Management, specifically in Demand Management and Performance Reporting. Knowledge of SCM prescripts, PFMA, Treasury Regulations and relevant practice notes. Knowledge of government procurement systems and reporting frameworks. Strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management. Knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication skills (verbal and written). A valid driver's licence will be an added advantage. Skills and Competencies: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.
DUTIES : Manage and oversee the Demand Management function within the Department. Coordinate the development, consolidation and implementation of the Departmental Procurement Plan. Ensure alignment between

procurement plans, budget and strategic objectives. Monitor and evaluate the implementation of procurement plans and report on performance. Compile and submit monthly, quarterly and annual SCM performance reports. Provide support in the development and review of SCM policies and procedures. Ensure compliance with PFMA, Treasury Regulations and SCM prescripts. Identify SCM-related risks and implement mitigation strategies. Provide guidance and support to programme managers on demand management processes. Manage and supervise staff within the unit.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/218 : **DEPUTY DIRECTOR: TRANSFORMATION, SERVICE DELIVERY IMPROVEMENT REF NO: 2026/COGHSTA/28**
Chief Directorate: Strategy and Governance

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF level 7 in Public Management or any relevant qualification. A minimum of 3 years' relevant experience at Assistant Director level. Knowledge of the Public Service Act and Regulations, Local government policy frameworks, Organisational Transformation, Diversity Management, and Change Management principles. A valid driver's license. Skills and Competencies: Strategic planning and organising, Report writing skills, Decision Making, Analytical thinking and problem solving, Communication and presentation, Strategic planning and organising Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

DUTIES : Strategic planning and organising, Report writing skills, Decision Making, Analytical thinking and problem solving, Communication and presentation, Strategic planning and organising Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/219 : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2026/COGHSTA/29**
Chief Directorate: Corporate Services

SALARY : R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree at NQF Level 7 in Human Resource Management or any relevant qualification. A minimum of 3 years relevant work experience at junior management (Assistant Director) level in HRM field. Computer Literacy. A valid driver's license. Skills and Competencies: Planning and organizing. Report writing. Decision making. Strategic capability, leadership, programmes and project management, financial management, change management, knowledge management, and service delivery innovation. Analytical thinking and problem solving. people management and empowerment, client orientation and customer focus and communication, honesty and integrity. Knowledge of the Public Service prescripts, PERSAL and other applicable legislations. Knowledge of Government budgeting processes.

DUTIES	:	Facilitate the recruitment, selection and transfer of employees. Facilitate media selection, advertisement design and placement as well as response handling. Co-ordinate Personnel Suitability Checks. Facilitate Competency Assessments. Manage employees' service records and updates in compliance with the National Minimum Information Requirements. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/220	:	**DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2026/COGHSTA/30** Chief Directorate: Corporate Services
SALARY	:	R932 292 per annum (Level 11), (all-inclusive MMS remuneration package)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Degree at a NQF 7 in Management Services/ Organization and Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology. Valid driver's license. A minimum of three (3) years' experience at Junior Management (Assistant Director) Level in Organizational Development field. Computer Literacy. Skills and Competencies: Planning and organizing. Report writing. Decision making. Strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity. Knowledge of the Public Service prescripts, PERSAL and other applicable legislations.
DUTIES	:	Provide organizational design and establishment services. Provide Job Description and Job Evaluation services for improvement and maintenance of the organization structure within the Department. Conduct work study investigations. Manage the development and reviewal of Job Profiles. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/221	:	**CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2026/COGHSTA/31** Directorate: Programme and Project Management
SALARY	:	R914 517 per annum, (all-inclusive OSD package)
CENTRE	:	Gert Sibande District (Ermelo)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree in Construction Project Management or any relevant qualification in the Build environment at NQF level 07. A minimum of (03) year experience with a minimum of 3 to 5 certifying experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge and understanding of various relevant Prescripts, Policies and Guidelines that governs the built environment, Project Management skills, and knowledge of research and development. A valid driver's license. Skills and Competencies: Key Competences: Financial Management and People Management, Service Delivery Innovations, Analytical Skills and Project Management. Good communication, Interpretation personal, computer literacy and time management skills. Ability to work under pressure and able to meet deadline.
DUTIES	:	Manage and coordinate all aspects of projects. Project accounting and financial management of housing projects, office administration functions related projects, research and development. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility.

Ensure that contractors timeously receive all relevant specifications and details to construct. Ensure that the needs of clients are well interpreted into manageable scopes of work. Report project progress to Chief construction Project Manager and Manage project budget and resources Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/222 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2026/COGHSTA/32**
Chief Directorate: Building Construction and Project Management

SALARY : R914 517 per annum, (all-inclusive OSD package)
CENTRE : Nkangala District (Emalahleni)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advance Diploma or Bachelor's Degree in Construction Project Management or any relevant qualification in Build environment at NQF Level 07. A minimum of (03) year experience with a minimum of (3-5) certifying experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge and understanding of various relevant Prescripts, Policies and Guidelines that governs the built environment, Project Management skills, and knowledge of research and development. A valid driver's license. Skills and Competencies: Key Competences: Financial Management and People Management, Service Delivery Innovations, Analytical Skills and Project Management. Good communication, Interpretation personal, computer literacy and time management skills. Ability to work under pressure and able to meet deadline.

DUTIES : Manage and coordinate all aspects of projects. Project accounting and financial management of housing projects, office administration functions related projects, research and development. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Ensure that the needs of clients are well interpreted into manageable scopes of work. Report project progress to Chief construction Project Manager and Manage project budget and resources Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/223 : **CONTROL PROJECT WORKS INSPECTOR REF NO: 2026/COGHSTA/33**
Chief Directorate: Technical Services

SALARY : R605 742 per annum (Level 10)
CENTRE : Ehlanzeni District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma in Building Environment or any relevant qualification at NQF level 06. A minimum of three (3) years' experience in the Building Environment. Registration as an Engineering Technician. A valid driver's license. Skills and Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service-delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Negotiation and conflict management. Governance, ethics and integrity. Risk and contract management. Decision-making under complex and high-risk conditions.

DUTIES : Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project

progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/224 : **CONTROL PROJECT WORKS INSPECTOR REF NO: 2026/COGHSTA/34**
Chief Directorate: Technical Services

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma in Building Environment or any relevant qualification at NQF level 06. A minimum of three (3) years' experience in the Building Environment. Registration as an Engineering Technician. A valid driver's license. Skills and Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service-delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Negotiation and conflict management. Governance, ethics and integrity. Risk and contract management. Decision-making under complex and high-risk conditions.

DUTIES : Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure that the relevant project documentation for new and existing structures is compiled. Develop and interpret plans and sketches. Draw-up quotation documents and compiles specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/225 : **PERSAL SYSTEM CONTROLLER (SALARY) REF NO: 2026/COGHSTA/35**
Chief Directorate: Financial Management

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 06 in Human Resource/ Public Administration/ Public Management. A minimum of three years relevant experience. The following certificates will be regarded as additional to the qualification: Introduction to PERSAL, Personnel Administration, Salary Administration, and PERSAL Controllers' Course. Knowledge of PERSAL system, PERSAL and knowledge of the System Change Control (SCC). Computer literacy and communication skills, Financial Management and Knowledge Management, Problem Solving. Microsoft Excel.

A valid driver's license. Skills and Competencies: Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates. Risk assessment and Management, Problem solving skills.

DUTIES : Manage PERSAL in respective components of the Department, Ensure compliance with PERSAL Policy and Procedure. Conduct information sharing sessions with PERSAL Users, Co-ordinate steering committee meetings, Monitor the interactions between Users and Supervisors. Ensure that the linking between the users and the supervisors is done in line with the policy. Give support to users and supervisors. Ensure training of PERSAL of users. Keep database of all PERSAL account for the effective utilization of the PERSAL System. Ensure compliance with the PERSAL Access Security. Communicate all PERSAL Massages. Draw User Report and Analise it. Attend to National Treasury Steering Committee Meetings. Monitor and ensure that the department manuals are properly complied and updated. Compile Departmental Manuals and keep them updated. Consult and communicate approved Manuals with Stakeholders

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/226 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2026/COGHSTA/36**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Ehlanzeni District (Louieville Thusong Service Centre)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 06 in Development Studies/ Community Development/ Public Management/ Administration. A minimum of 3 years' relevant experience in service delivery environment. Computer Literate. A valid driver's license. Skills and Competencies: Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, Stakeholder engagement skills across communities and government institutions. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation. Data collection and management.

DUTIES : Monitor the functionality of Thusong Service Centre. Monitor the institutionalization of Batho Pele Principles. Assist in developing, monitoring and facilitating the successful implementation of service delivery related policies as well as implementation strategies in line with the Public Service Regulations and the Operations Management Framework. Assist in maintaining and facilitating the successful implementation of Service Delivery Charter. Assist in ensuring the successful implementation of the Batho Pele (BP) Framework. Assist in developing, monitoring and/ or facilitating the successful implementation of the Service Delivery Improvement plan. Assist in developing, monitoring and/or facilitating the successful implementation of Service Standards; and participate in change management sessions for Service Delivery Improvements programmes. Manage daily administration duties.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/227 : **ASSISTANT DIRECTOR: MUNICIPAL BY-LAWS DELEGATION AND ANTI-CORRUPTION REF NO: 2026/COGHSTA/37**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 06 in Development Studies / Community Development / Public

Management/ Administration. A minimum of 3 years' relevant experience in service delivery environment. Computer Literate. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Stakeholder Management. Change Management.

DUTIES : Coordinate and support municipalities to develop review and adopt municipal by-laws in the province, coordinate relevant stakeholders to ensure that they participate in the enforcement of adopted and gazetted municipal by-laws to ensure compliance. Render support to the facilitation of sessions with municipalities to develop effective systems of delegations. Support and promote ant-corruption practices in municipalities. Render administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/228 : **ASSISTANT DIRECTOR: CDW AND PUBLIC PARTICIPATION REF NO: 2026/COGHSTA/39**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Gert Sibande District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Development Studies/ Community Development/ Public Management / Administration. A minimum of 3 years' relevant experience in Public Participation. A valid driver's license. Skills and Competencies: Planning, coordination, and execution skills for supervising CDW programmes and work plans. Leadership and supervisory skills, including delegation, empowerment, and performance assessment. Analytical skills to interpret municipal and CDW reports and identify service delivery trends. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, and Communication and stakeholder engagement skills across communities and government institutions.

DUTIES : Provide support to CDW's in eradicating development backlog, Coordinate CDWs and Supervisors to report early warning signals relating to service delivery failures and emerging community instability. Facilitate the process of disseminating information, Monitor and strengthen communication channels for community engagements and public information sharing. Promote public participation in developmental projects and programmes, Strengthen coordination between CDWs, ward councillors, ward committees, municipalities, and sector departments to deepen community engagement. Develop and maintain database, Coordinate the development and continuous updating of ward and community profiles across municipalities. Facilitates access to government services through CDW programme, Strengthen referral pathways through continuous engagement with national, provincial and local government departments

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/229 : **ASSISTANT DIRECTOR: CDW AND PUBLIC PARTICIPATION REF 2026/COGHSTA/40**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Development Studies/ Community Development/ Public Management / Administration. A minimum of 3 years' relevant experience in Public Participation. A valid driver's license. Skills and Competencies:

Planning, coordination, and execution skills for supervising CDW programmes and work plans. Leadership and supervisory skills, including delegation, empowerment, and performance assessment. Analytical skills to interpret municipal and CDW reports and identify service delivery trends. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, and Communication and stakeholder engagement skills across communities and government institutions.

DUTIES : Provide support to CDW's in eradicating development backlog, Coordinate CDWs and Supervisors to report early warning signals relating to service delivery failures and emerging community instability. Facilitate the process of disseminating information, Monitor and strengthen communication channels for community engagements and public information sharing. Promote public participation in developmental projects and programmes, Strengthen coordination between CDWs, ward councillors, ward committees, municipalities, and sector departments to deepen community engagement. Develop and maintain database, Coordinate the development and continuous updating of ward and community profiles across municipalities. Facilitates access to government services through CDW programme, Strengthen referral pathways through continuous engagement with national, provincial and local government departments.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/230 : **ASSISTANT DIRECTOR: MUNICIPAL GOVERNANCE AND LABOUR RELATIONS REF NO: 2026/COGHSTA/41**
Chief Directorate: Municipal Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration / Labour Relations. A minimum 3 years' functional experience in municipal administration field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Stakeholder Management. Change Management.

DUTIES : Co-ordinate information on the establishments and disestablishment of Section 79 and 80 committees in municipalities. Coordinate information on Municipal Public Accounts Committees (MPAC). Weekly update information on the State of Local Government for all municipalities in the province. Co-ordinate updated information on Code of Conduct in all twenty municipalities. Coordinate information for MPAC, Council committees and Code of Conduct template for consolidation into the National COGTA template. Create and update information on the number of meetings held by Section 79&80 committees, Municipal Public Accounts Committees (MPACs) and LLF for Quarterly reports. Monitor the establishment and functionality of Local Labour Forum (LLF). Assess municipalities on composition, functionality of their LLF, as well as the relationship between organized Labour and management.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/231 : **ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION REF NO: 2026/COGHSTA/42**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R605 742 per annum (Level 10)
CENTRE : Gert Sibande (Ermelo)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Social Science / Public Administration / Public Management /

Development Studies or any relevant qualification. A minimum of 3 years' experience preferably in the housing subsidy scheme / system environment. A valid driver's license. Skills and Competencies: Sound computer skills especially with the MS office package. Sound knowledge of Human Settlements policies and procedure especially all aspects of Beneficiary administration and processing. Planning and organisational skills, Good interpersonal skills, both written and verbal communication skills. Ability to execute tasks under tight deadlines and attention to details. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills.

DUTIES : Attend to matters of beneficiary management, edit and verify forms, thoroughly investigate search exceptions and resolve them in line with the Housing Code. Perform supervisory functions, Assist in the formulation of reports. Attend to the enquiries and correspondence from all stakeholders, Oversee capturing of housing subsidy forms in line with applicable policies, Ensure the proper filing and archiving of forms.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/232 : **ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION REF NO: 2026/COGHSTA/43**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District (Emalahleni)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Social Science / Public Administration / Public Management / Development Studies or any relevant qualification. A minimum of 3 years' experience preferably in the housing subsidy scheme/system environment. A valid driver's license. Skills and Competencies: Sound computer skills especially with the MS office package. Sound knowledge of Human Settlements policies and procedure especially all aspects of Beneficiary administration and processing. Planning and organisational skills, Good interpersonal skills, both written and verbal communication skills. Ability to execute tasks under tight deadlines and attention to details. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills.

DUTIES : Attend to matters of beneficiary management, edit and verify forms, thoroughly investigate search exceptions and resolve them in line with the Housing Code. Perform supervisory functions, Assist in the formulation of reports. Attend to the enquiries and correspondence from all stakeholders, Oversee capturing of housing subsidy forms in line with applicable policies, Ensure the proper filing and archiving of forms.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/233 : **ASSISTANT DIRECTOR: HUMAN SETTLEMENTS POLICY & RESEARCH REF NO: 2026/COGHSTA/44**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R605 742 per annum (Level 10)
CENTRE : Nkangala District (Emalahleni)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Administration / Development Studies or any relevant qualification. A minimum of 3 years' experience preferably in research and policy environment in public sector. A valid driver's license. Skills and Competencies: Knowledge: Knowledge must be well-versed in all aspects related to research processes as well as qualitative research. Problem solving, communication, computer Literacy, interpersonal, policy development in policy development, research methodologies, analysis with SPSS is essential. Skills: Analytical and innovative, research, policy analysis policy development, computer literacy, excellent business/report writing, decision-making and

problem solving, stakeholder management, financial management, presentation, Monthly and quarterly reporting.

DUTIES : Applicant to conduct research related to policy development. To develop, review, analyse existing and new policies. Facilitate and coordinate policy workshops to disseminate information to relevant stakeholders. Assist in planning and application of research to enhance effectiveness of government communication. Conduct research, collect data, analyse, Interpret and summarizes findings and provide recommendations. Prepare research reports and present research findings at various stakeholders meetings (internal and external).Provide assistance in general managerial tasks, including financial management to ensure optimal resource

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/234 : **ASSISTANT DIRECTOR: ANTHROPOLOGY AND GENEALOGY SERVICES REF NO: 2026/COGHSTA/45**
Chief Directorate: Traditional Institution Management

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Anthropology / Social Sciences. A minimum of 3 years' relevant experience in Traditional Leadership matters. A valid driver's license. Skills and Competencies: Data collection, interviewing, report writing, analysis, records management. Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate. Stakeholder engagement skills across communities and government institutions. Decision making. Analytical thinking and problem solving. Communication and presentation. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on the Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES : Anthropological and Genealogical Research Support. Conduct field and desktop research on traditional leadership, customary law, lineage, and succession matters. Collect, verify, and analyze historical, cultural, and genealogical information. Investigation and Verification of Traditional Leadership Matters. Assist in conducting investigations into traditional leadership and royal family matters. Verify genealogical information and succession lineages. Stakeholder Liaison and Community Engagement. Liaise with traditional leaders, royal families, traditional councils, community members, and government institutions. Coordinate meetings, consultations, and field visits. Information Management, Reporting and Knowledge Preservation. Maintain databases and records relating to traditional communities, royal families, and genealogical information. Archive and preserve historical and customary records.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/235 : **ASSISTANT DIRECTOR: PROVINCIAL COMMITTEES REF NO: 2026/COGHSTA/46**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khoi-San Leaders

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration/ Social Science. A 3 years' relevant experience in Provincial Committee matters. A valid driver's license. Skills and Competencies: Research, report writing, communication, coordination, data management. Initiation legislation, committee administration, records management, monitoring processes. Computer literate. Good knowledge of the operations of the Local House of Traditional Leaders.

Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES : Ensure that invitations for meetings convened reports and resolutions compiled are submitted on time focusing on provincial committees. Coordinate meetings and prepare agendas, minutes, and reports. Facilitate implementation of committee resolutions and decisions. Strengthen working relationship with relevant stakeholders and ensure that the Provincial and Local Committees share programs and be in good working relation. Assist on strengthening the working relationship with stakeholders. Compile compliance reports and maintain monitoring records. Ensure effective oversight visits committees' programs, project and certify that all resolution is properly implementation. Liaise with traditional leaders, traditional councils, government departments, municipalities, and community structures. Organize awareness campaigns before and during oversight events. Participate and ensure that the House of Traditional Leaders is functional by providing logistical and administrative assistance to all levels of the directorate. Collect, analyze, and maintain house-related information and statistics. Compile monthly, quarterly, and annual reports.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/236 : **ASSISTANT DIRECTORS: FIRE SERVICES REF NO: 2026/COGHSTA/73 (X2 POSTS)**
Chief Directorate: Provincial Disaster Management Coordination

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Fire Technology / Emergency Management / Disaster Management or relevant field of study with a minimum of 3 years' experience in fire services, or fire safety/ risk / disaster management related field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services. Change Management.

DUTIES : Facilitate the implementation of the Fire Brigade Act and framework in the Province. Drafting and submission of risk assessment reports and profiles. Ensure compliance to the national fire minimum standards. Monitor and support the implementation of CAPs recommendations. Provide support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Coordinate execution of Memorandum of Understanding with partners. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Support the functioning of the Provincial Fire Service Advisory Forum. Provide capacity building programmes, research and training on Fire Services. Support the development of programmes relevant to public awareness and research. Coordinate and support urban search and rescue services. Monitor and support the implementation of mutual aid agreements with regards to Urban Search and Rescue (USAR) and Dangerous Goods. Supervision of staff within the Section.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/237 : **ASSISTANT DIRECTOR: MUNICIPAL HR SYSTEMS REF NO: 2026/COGHSTA/38**
Chief Directorate: Municipal Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration / Human Resources Management. A minimum of 3 years' relevant experience in Municipal Administration environment. A valid driver's license. Skills and Competencies: Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate, Local government policy frameworks, Stakeholder engagement skills across communities and government institutions. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation.
DUTIES : Monitor and support municipalities on the development and implementation of HR systems. Render support to municipalities on performance management. Support municipalities on development, review and approval of the organisational structure.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/238 : **ASSISTANT DIRECTOR: PICC SUPPORT REF NO: 2026/COGHSTA/47**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khoi-San Leaders

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration/ Social Science. A minimum of 3 years' relevant experience in coordinating Committee matters. A valid driver's license. Skills and Competencies: Initiation legislation, committee administration, records management, monitoring processes. Research, report writing, communication, coordination, data management. Computer literate. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.
DUTIES : Coordination and Secretariat Support to the PICC. Coordinate PICC meetings and prepare agendas, minutes, and reports. Facilitate implementation of PICC resolutions and decisions. Monitoring and Compliance Support. Assist with inspections and monitoring visits to initiation schools. Compile compliance reports and maintain monitoring records. Stakeholder Liaison and Awareness Programmes. Liaise with traditional leaders, traditional councils, government departments, municipalities, and community structures. Organize awareness campaigns before and during initiation seasons. Information Management, Research and Reporting. Collect, analyse, and maintain initiation-related information and statistics. Compile monthly, quarterly, and annual reports. Conduct research on challenges and trends affecting initiation practices.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/239 : **ASSISTANT DIRECTOR: TRADITIONAL COUNCILS, FINANCIAL REPORTING REF NO: 2026/COGHSTA/48**
Chief Directorate: Financial Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Accounting/ Financial Management / Financial Accounting / Public Finance or equivalent qualification or equivalent qualification. A Minimum of 3 years relevant experience in financial reporting, accounting,

financial management or management accounting. Experience in BAS is an added advantage. Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations, Modified Cash Standards (MCS) Financial reporting frameworks applicable to government institutions, Budget and expenditure management, Risk management and internal control systems and Audit processes. A Valid driver's license. Skills and Competencies: Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates. Audit and Risk Management

DUTIES : Coordinate the compilation of financial statements, coordinate financial reporting and accounting processes, Compile and analyse financial reports, Coordinate audit support activities, Manage human and financial equipment resources.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/240 : **ASSISTANT DIRECTOR: BUDGET REF NO: 2026/COGHSTA/49**
Chief Directorate: Financial Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Financial Management / Financial Accounting / Management Accounting / Economics / Finance or any relevant qualification. A minimum of 03 years' functional experience in budget management. Experience in BAS is an added advantage. Knowledge of PFMA, Treasury Regulations, Public Service Act and Regulations, Modified Cash Standards (MCS) Financial reporting frameworks applicable to government institutions, Budget and expenditure management, Risk management and internal control systems and Audit processes. A Valid driver's license. Skills and Competencies: Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates. Audit and Risk Management.

DUTIES : To provide support during the implementation of the provincial planning and budgeting process by providing advice, guidance and training to client departments on the provincial budget process, budget formats and budget reforms. To support the implementation of the provincial reporting process by providing advice, guidance and training to client departments on the reporting requirements and formats in line with applicable prescripts. To support the provision of technical assistance to the provincial treasury and client departments throughout the budgeting cycle, which entails formulation of departments' proposals of MTEF and adjustments budgets; treasury's review of budget proposals (budget database, and Estimates of Provincial Revenue and Expenditure); evaluation of departments' budget proposals in or for planning and budgeting structures such as Medium-Term Expenditure Committee, MEC's bilateral meetings, Extended Premier's Budget Committee, and National benchmarking meetings; and contribute to the compilation of documentation required for tabling of provincial appropriation bills in provincial legislature. To support the provision of guidance on the implementation of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/241	:	**ASSISTANT DIRECTOR: HR AND AUXILLIARY SERVICES REF NO: 2026/COGHSTA/50** Chief Directorate: Strategy and Governance
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Gert Sibande District
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Human Resource Management / Public Management or any relevant qualification. A minimum of three (3) year's functional experience at HR Practitioner level in Human Resource Management (Recruitment & Selection, Conditions of Services, Performance Management and HRD) environment. A valid driver's license. Skills and Competencies: Coaching and Mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance/ Project Management, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/ Record Management. Knowledge Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM system/Learning System / Performance System etc., Del and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho Pele Principles), Technical knowledge, Budgeting and Financial Management , Labour Relation Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA).
DUTIES	:	Co-ordinate recruitment and selection processes for COID Services in the Province. Manage condition of service processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Service in the Province. Coordinate HR audits and reconciliation for COID Services in the Province. Coordinate and implement workplace skills plan, developmental programs and PMD systems for COID Services in the Province. Manage all resources in the Provincial HR section for COID Services.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/242	:	**ASSISTANT DIRECTOR: HR AND AUXILLIARY SERVICES REF NO: 2026/COGHSTA/51** Chief Directorate: Strategy and Governance
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Nkangala District
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and Diploma at NQF level 6 in Human Resource Management/ Public Management or any relevant qualification. A minimum of three (3) year's functional experience at HR Practitioner level in Human Resource Management (Recruitment & Selection, Conditions of Services, Performance Management and HRD) environment. A valid driver's license. Skills and Competencies: Coaching and Mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance / Project Management, Quality Assurance, Risk Management, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/ Record Management. Knowledge Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM system/Learning System/Performance System etc., Del and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho Pele Principles), Technical knowledge, Budgeting and Financial Management , Labour Relation Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA).

DUTIES : Co-ordinate recruitment and selection processes for COID Services in the Province. Manage condition of service processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Service in the Province. Coordinate HR audits and reconciliation for COID Services in the Province. Coordinate and implement workplace skills plan, developmental programs and PMD systems for COID Services in the Province. Manage all resources in the Provincial HR section for COID Services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/243 : **INTERNAL AUDITORS REF NO: 2026/COGHSTA/52 (X2 POSTS)**
Directorate: Internal Audit

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Internal Auditing/ Accounting or any relevant qualifications. A minimum of three (3) years' relevant experience in Internal Auditing or Auditing environment. A valid Driver's License. Skills and Competencies: Knowledge of Internal Audit Standards, Public Finance Management Act, Internal Audit Methodologies and techniques. Excellent written and verbal communication skills, good interpersonal skills, analytical skills, report writing and good computer skills.

DUTIES : Implement approved audit plan in accordance with accepted standards. Collect, analyse, interpret documents and information to generate audit outcomes or reports. Critically evaluate the internal controls in place, identifying risks and drafting a suitable audit programme to test internal controls. Carry out audits in the department to identify deficiencies in controls and prepare working papers. Make recommendations on the identified findings that need attention. Compile draft audit reports; assist with the review and evaluation of management comments. Assist with Audit Committee responsibilities.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/244 : **SENIOR ADMINISTRATIVE OFFICERS: LOCAL HOUSE OF TRADITIONAL & KHO-SAN LEADERS REF NO: 2026/COGHSTA/54 (X2 POSTS)**
Chief Directorate: Mpumalanga Provincial House of Traditional and Khi-San Leaders

SALARY : R413 001 per annum (Level 08)
CENTRE : Gert Sibande District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration. A minimum of three years' relevant experience in Traditional Leadership matters. A valid driver's license. Skills and Competencies: Planning and organising. Knowledge of Public Service Prescripts, People Management, Computer literate. Stakeholder engagement skills across communities and government institutions. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation. Good knowledge of the operations of the Local House of Traditional Leaders. Good knowledge of Mpumalanga Traditional Leadership and Governance Act of 2005 and other pieces of Legislations that have bearing on the Traditional Leadership. Sound knowledge of the Local House of Traditional Leaders, operation of committees. Good conflict management and resolution skills.

DUTIES : Render secretariat services to the LHTKL. Implement and monitor compliance of meetings. Provide oversight technical support guidance and direction to the Local House. Implement and maintain the paper and electronic records management systems. Provide filling and records management services. Ensure that the Provincial and Local Committees share programs and there is a good working relation. Develop committee programs. Ensure the relationship between National, Provincial and Local Houses. Ensure effective oversight visits on committee's programs and projects and that there is proper

implementation of the resolutions from Committees. Make all logistical arrangement for committee members when oversight is undertaken. Consults stakeholders on program of the committee. Participate and ensure that the House of Traditional Leaders is functional by providing logistical and administrative assistance to all level of the directorate. Participate in all House programs. Uphold all resolution taken by all levels of the House. Assist in the smooth running of administration for the Local House.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/245 : **SURVEY TECHNICIAN GRADE A REF NO: 2026/COGHSTA/53**
Chief Directorate: Development and Planning

SALARY : R407 337 per annum, (all-inclusive OSD package)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Surveying or Quantity Surveying. Compulsory registration with South African Council for Professional and Technical Surveyors (PLATO) or South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. A minimum of 3 years' post qualification technical (Survey) experience. A valid driver's license. Experience with cadastral data calculation and compilation will be advantageous. Skills and Competencies: Planning and organising. Report writing. Technical skills. Decision making. Analytical thinking and problem solving. Communication and presentation. Data collection and management. Knowledge of Public Service Prescripts, Proficiency with total station, GPS/GNSS devices. Understanding of survey design and analysis. People Management, Computer literate, local government policy frameworks, and Communication and stakeholder engagement skills across communities and government institutions. Knowledge of Computer aided survey applications (surpac and model maker).

DUTIES : Demarcation of sites in consultation with stakeholders. Data collection. Assist with survey support to municipalities and Traditional Councils in support if integrated human settlement, Verification of status of land. Check the availability of municipality services in the area and the land use of the area. Producing of survey plans and field survey report. Compilation of survey report and produce a sub divisional diagram or sub divisional plan. To organize, execute and process all survey related data to set standards and supply processed survey (cartography) related information, plans and provide technical support; Compilation and provision of cadastral data, information and plans in digital and hardcopy formats for topographical survey mapping for human settlements; Preparation of subdivision plans and sketches, as well as topographical survey drawings using appropriate technology; Quality control of outsourced survey work to ensure compliance with prescribed standards; The provision of technical expertise and advice to the private and public sectors relating to cadastral data and surveying.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/246 : **STATE ACCOUNTANT: BOOKKEEPING, REVENUE AND DEBT MANAGEMENT REF NO: 2026/COGHSTA/55**
Chief Directorate: Financial Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Financial Management or any other related qualification, A minimum of three years relevant experience. A valid driver's license. Skills and Competencies: Knowledge of relevant government prescript including PFMA, Public Service Regulations, Treasury Regulations and other financial administration legislations. Knowledge and understanding of BAS and PERSAL Systems. Good communication, Writing and Interpersonal skills. Computer literacy and ability to work under pressure and able to meet deadline. Commitment to customer service. Accountability and ethical conduct.

DUTIES	:	Collection of revenue due to the department and proper management thereof. Ensure timeous and compilation of monthly reports. Effective management of the department's debt account. Monitoring of Pay Master General Account. Provide budgetary support, analysis, advice and guidance to the department. Analyse and respond to budget related enquiries. Administer the transfer of funds for the MTEF cycle. Assist in the Preparation of Annual Financial Statements and interim Financial Statements for the department. Preparing of bank reconciliation and authorising of Journal and record keeping. Maintenance and control of relevant accounts/suspense accounts and record keeping.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/247	:	**ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION REF NO: 2026/COGHSTA/56** Chief Directorate: Strategy and Governance
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration / Development Studies or relevant qualification. A minimum of three years' experience in Monitoring and Evaluation environment. A valid driver's license. Skills and Competencies: Problem solving. Interpersonal relationship. Conflict resolution. Co-ordination. Negotiating. Planning and organising. Computer Literate. Knowledge of Monitoring and Evaluation tools, Policy / objectives formulation, Policy analysis and development, Programme/project planning and management, Reporting procedures, Strategic planning,
DUTIES	:	Assist in Monitor programme performance through Management and development of quarterly and Annual Performance Report of the Department. Assist in the Development of assessment report on programme performance as well as compilation of Performance Evaluation Report on the HSDG & UISP. Monitor the implementation of Departmental programme and projects through project verification. Assist and analyse programme performance information and portfolio of Evidence (POE's). Render administrative support for the unit.
ENQUIRIES	:	Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104
POST 41/248	:	**WORKSTUDY OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2026/COGHSTA/57** Chief Directorate: Corporate Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office (Mbombela)
REQUIREMENTS	:	A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Management Services / Operation, Work Study or equivalent qualification. A minimum of three (03) years' relevant experience in Organizational development. Computer literacy. A valid driver's license. Skills and Competencies: Planning and organizing, evaluation and analyses, report writing, Applying Technology, Responsiveness, Applied Strategic Thinking, interviewing skills, creativity, listening skills, Impact and Influence, Communication and presentation, Networking and, Managing Interpersonal Conflict and Resolving Problems, Decision Making, Team Leadership.
DUTIES	:	Develop organizational structure for the department. Receive a directive from the Director General to review the organizational structure of the department. Obtain and analyse relevant documents. Conduct work study investigations i.e interviews, comparative studies / benchmark with other departments. Conduct ad-hoc work-study investigation. Receive a request for investigations. Conduct work study investigation. Analyses gathered with regards to work-study investigations. Facilitate the development of job descriptions. Received a request/ identify job with no job descriptions / outdated job descriptions. Verify the post on the approved organizational structure (job description request). Render administrative support services.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/249 : **ADMINISTRATIVE OFFICER: RENTAL HOUSING TRIBUNAL REF NO: 2026/COGHSTA/58**
Chief Directorate: Rental Housing and Property Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management or Administration. A minimum of three (03) years' experience in Rental Housing Tribunal environment. A driver's license. Skills and Competencies: Stakeholder coordination. Planning and organizing. Report writing. Decision making. Analytical thinking and problem solving. Communication and presentation. People Management. Project Management. Proficiency in the use of Microsoft Excel, PowerPoint & Word. Stakeholder Management. Extensive knowledge of Public Service prescripts. Computer literacy.
DUTIES : Provide support to the Tribunal for the implementation of the Rental Housing Act and awareness Programme. Keep records of all complaint lodged and all matters appeared before the Tribunal. Resolve cases annually. Arrange sitting within 14 days. Resolve cases within 90 days. Preparation of Tribunal members claims. Keep records of all copies of claims for Tribunal members. Ensure that attendance register are signed and verified. Receive complaints and give advice to both the landlords and tenants. Attend to cases according to Rental Housing Act and Regulations. Issuing of notices and summons. Prepare monthly schedule of all cases lodged and ensure proper allocation per member. Keep record of all signed copies of schedule for the month.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/250 : **ADMINISTRATIVE OFFICER: TRADITIONAL INSTITUTIONAL ADMINISTRATION REF NO: 2026/COGHSTA/59**
Chief Directorate: Traditional Institution Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Ehlanzeni District
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration or relevant qualification. A minimum of three (03) years' experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. People Management. Computer literate. Decision making. Analytical thinking and problem solving. Communication and presentation. Knowledge of Public Service Prescripts.
DUTIES : Provide administrative support services to House of Traditional and Khoisan Leaders as well as Regional and Traditional Authorities. Support Traditional council with their cultural events. Invite and coordinate stakeholder's meetings. Withdrawal and Replacement Headmen and STL. Provide training and development to STLs and Traditional Authorities. Support Traditional council to perform their responsibilities. Provision and management of Traditional Council finances. Check financial books. Assist with budget estimates, completion of 38J form for PFMA compliance.
ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/251 : **ADMINISTRATIVE OFFICER: TRADITIONAL INSTITUTIONAL ADMINISTRATION REF NO: 2026/COGHSTA/60**
Chief Directorate: Traditional Institution Management

SALARY : R338 106 per annum (Level 07)

CENTRE : Gert Sibande District

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Public Management / Administration or relevant qualification. A minimum of three (03) years' experience in traditional leadership matters. Knowledge of relevant National and Provincial legislations is essential. Computer literacy. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. People Management. Computer literate. Decision making. Analytical thinking and problem solving. Communication and presentation. Knowledge of Public Service Prescripts.

DUTIES : Provide administrative support services to House of Traditional and Khoisan Leaders as well as Regional and Traditional Authorities. Support Traditional council with their cultural events. Invite and coordinate stakeholder's meetings. Withdrawal and Replacement Headmen and STL. Provide training and development to STLs and Traditional Authorities. Support Traditional council to perform their responsibilities. Provision and management of Traditional Council finances. Check financial books. Assist with budget estimates, completion of 38J form for PFMA compliance.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/252 : **ADMINISTRATIVE OFFICER: FIRE SERVICES REF NO: 2026/COGHSTA/72**
Chief Directorate: Provincial Disaster Management Coordination

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Fire Technology / Emergency Management / Disaster Management or relevant field of study with a minimum of three (03) years' experience in fire services, or fire safety / risk /disaster management related field. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Stakeholder coordination. Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Policy and guidelines development. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy. Fire services. Stakeholder Management. Search and rescue services.

DUTIES : Provide support in the implementation of the Fire Bridage Act and framework in the province. Drafting and submission of risk assessment reports and profiles. Ensure compliance to the national fire minimum standards. Monitor and support the implementation of CAPs recommendations. Provide support, cooperation and administrative guidance to other spheres of government and Fire Services stakeholders. Coordinate execution of Memorandum of Understanding with partners. Coordinate intergovernmental and advisory committees to ensure stakeholder participation in Fire Services activities across all sectors. Support the functioning of the Provincial Fire Service Advisory Forum. Coordinate capacity building programmes, research and training on Fire Services. Support the development of programmes relevant to public awareness and research. Coordinate and support urban search and rescue services. Monitor and support the implementation of mutual aid agreements with regards to Urban Search and Rescue (USAR) and Dangerous Goods.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/253 : **PERSONAL ASSISTANT IN THE OFFICE OF THE DEPUTY DIRECTOR GENERAL REF NO: 2026/COGHSTA/61**
Branch: Co-operative Governance and Traditional Affairs Support

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office (Mbombela)

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Secretarial or relevant qualification. A minimum of three (03)

years' relevant experience in rendering a support service at senior management level. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides secretarial/receptionist support to the Deputy Director General. Perform advanced typing work. Records the engagements of the Deputy Director General. Compiles realistic schedule of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the Deputy Director General. Does filling of documents for the Deputy Director General and the unit were required. Drafts documents as required. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Deputy Director General. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Deputy Director General. Provides support to Deputy Director General regarding meetings. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the Deputy Director General with the administration of the Deputy Director General's budget. Collects and coordinates all the documents that relate to the Deputy Director General's budget. Keeps record of expenditure commitments, monitors expenditure and alerts Deputy Director General of possible over and under spending. Study the relevant Public Service and departmental prescripts/polices and others ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Deputy Director General. Remains abreast with procedures and processes that apply in the office of the Deputy Director General.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/254 : **PERSONAL ASSISTANT IN THE OFFICE OF THE DEPUTY DIRECTOR GENERAL REF NO: 2026/COGHSTA/62**
Branch: Integrated Human Settlements

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Secretarial or relevant qualification. A minimum of three (03) years' relevant experience in rendering a support service at senior management level. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides secretarial/receptionist support to the Deputy Director General. Perform advanced typing work. Records the engagements of the Deputy Director General. Compiles realistic schedule of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the Deputy Director General. Does filling of documents for the Deputy Director General and the unit were required. Dratfs documents as required. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Deputy Director General. Scrutinizes routine submissions / reports and make notes and/or recommendations for the Deputy Director General. Provides support to Deputy Director General regarding meetings. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the Deputy Director General with the administration of the Deputy Director General's

budget. Collects and coordinates all the documents that relate to the Deputy Director General's budget. Keeps record of expenditure commitments, monitors expenditure and alerts Deputy Director General of possible over and under spending. Study the relevant Public Service and departmental prescripts/polices and others ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Deputy Director General. Remains abreast with procedures and processes that apply in the office of the Deputy Director General.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/255 : **PERSONAL ASSISTANT IN THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: 2026/COGHSTA/70**
Office of the HOD

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Mbombela)
REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised National Diploma at NQF level 6 in Secretarial or relevant qualification. A minimum of three years' relevant experience in rendering a support service at senior management level. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides secretarial/receptionist support to the Head of Department. Perform advanced typing work. Records the engagements of the Head of Department. Compiles realistic schedule of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the Head of Department. Does filling of documents for the Deputy Director General and the unit were required. Draft documents as required. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Head of Department. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Head of Department. Provides support to Head of Department regarding meetings. Coordinates logistical arrangements for meetings when required. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the Head of Department with the administration of the Head of Department's budget. Collects and coordinates all the documents that relate to the Head of Department's budget. Keeps record of expenditure commitments, monitors expenditure and alerts Head of Department of possible over and under spending. Study the relevant Public Service and departmental prescripts/polices and others ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Head of Department. Remains abreast with procedures and processes that apply in the office of the Head of Department.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

POST 41/256 : **SECRETARY (X8 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : **Head Office (Mbombela):**
Secretary to the Chief Director: Financial Management Ref No: 2026/COGHSTA/63
Secretary to the Chief Director: Development and Planning Ref No: 2026/COGHSTA/64
Secretary to the Director: Supply Chain Management Ref No: 2026/COGHSTA/65

Secretary to the Director: Communication Services Ref No: 2026/COGHSTA/66
Secretary to the Director: Strategic Management Ref No: 2026/COGHSTA/67
Secretary to the Director: Municipal Performance Monitoring and Evaluation Ref No: 2026/COGHSTA/68
Secretary to the Director: Disaster Management Ref No: 2026/COGHSTA/69
Secretary to the Director: Office of the HOD Ref No: 2026/COGHSTA/71

REQUIREMENTS : A National Senior Certificate (Grade 12) and a recognised Advanced Certificate at NQF level 5 in Secretarial/ Administration or relevant qualification. No experience required. Special skills requirements (Skills needed): Planning and Organizational skills, Good communication skill (Ability to communicate well with people at different levels). The ability to be creative and innovative. Ability to work under pressure and be able to meet deadline. Computer literacy (Microsoft Office, Word, PowerPoint). Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Knowledge of the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform general administration of the Programmes/Directorates, including the arrangements and coordination of meetings. Draft Agendas, Record meetings discussions and provide minutes. Manage and prepare daily schedules of the Director. Create and maintain database and maintain a proper electronic and manual filing system. Draft routine reports, letters, and minutes, when required. Manage and coordinate incoming and outgoing correspondences. Handle the procurement of standard items like stationery, refreshments etc. Remain abreast with Policies, Legislation and Procedures applicable to ensure effective support to the receptive Programmes/Directorates.

ENQUIRIES : Mr PP Mokwena (HRM &D) Tel No: (013) 766 6225, Ms. NI Mashego (HRM &D) Tel No: (013) 766 6543, Mr. LJ Simelane (Technical Support) Tel No: (013) 766 6888, Ms. AY Mbuyane (Technical Support) Tel No: (013) 766 9953 and Mr. PM Nthali (Technical Support) Tel No: (013) 766 6104

DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 27 November 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts, health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume

that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 41/257 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/26/1655**

SALARY : R720 819 – R821 484 per annum
CENTRE : Ndindindi Clinic (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087, Ms. Samukelisiwe Mgwenya Tel No: (013) 766 3540 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/258 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/NOV/26/1666**
(Re-advertisement)

SALARY : R571 161 - R654 285 per annum

CENTRE : Mkhondo Sub-district (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse in Psychiatry. A minimum of seven (7) years of appropriate/recognizable experience in Mental Health Environment after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Good leadership and coordination qualities. Good interpersonal communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence and computer literacy.

DUTIES : Coordinate and manage mental health and substance abuse programme at the sub-district level. Ensure the implementation of the mental health care act (Act no 17 2002), national mental health policy framework and strategic plan 2023-2030 and Health sector drug master plan at the sub-district level. Provide support visits in health facilities that provides 72-hrs assessment. Assist in the management of state patients on leaves of absence and conditional discharge and mental health care users in chronical care facilities. Conduct home visit to support families and help to prevent relapse and treatment defaults. Facilitates in the establishment of community based mental health services. Ensure community involvement and participation in forming support group and working with stakeholders. Advocacy for mental health promotion and prevention of mental illness and substance abuse: competencies: plan and organise own work and support personnel to ensure proper nursing care. Do awareness campaign on mental health and substance abuse? Assist in preparation of strategic plans and operational plans for the programme, liaise with other department and ability to work with NGOs.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/259 : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1-2): NEPHROLOGY TRAINED / EXPERIENCE REF NO: MPDOH/NOV/26/1669 (X3 POSTS)**
(Re-advertisement)

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 - R752 913 per annum

CENTRE : Ermelo Hospital (3) (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Nephrology Nursing Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the (SANC). **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post basic qualification in relevant specialty. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Nephrology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure

proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/260 : **CHIEF MEDICAL ORTHOTIST & PROSTHETIST GRADE 1 REF NO: MPDOH/NOV/26/1672**

SALARY : R598 260 - R664 410 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification plus A B-Tech degree/ N-Dip Diploma in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics. A minimum of three (3) years' appropriate experience in the relevant profession after registration with the Health Professional Council of South Africa (HPCSA) as independent practice. A valid driver's licence is an inherent requirement. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) Public Service Act and related regulations and policies. Budgeting and willing to work under pressure Competencies in service delivery innovation, knowledge management, problem solving skills and analysis, maintaining discipline and conflict resolution, good communication, client orientation and customer focus.

DUTIES : The efficient and effective delivery of clinical and related administrative Medical Orthotics & Prosthetics (MOP) services. Conduct, plan and monitor Multi-Disciplinary – and Outreach clinics (PHC). Report on MOP service delivery. Assist the MOP centre manager in general administrative duties & Management of the Mop centre. Carry periodically assigned responsibilities of the MOP centre manager in the absence or the manager. Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP department in line with the National and Provincial strategies. Assists in promoting continuous development and training of self, personnel and students. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety Infection Prevention and Control and other relevant committees and policies within the MOP department and Ro Ferreira Hospital.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 41/261 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/26/1675 (X3 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display

a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Ms. Gugu Nkosi Tel No: (013) 766 3103 / Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF 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	:	27 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 41/262	:	**MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)** Chief Directorate: Metro Health Services
SALARY	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)
CENTRE	:	Klipfontein/Mitchells Plain Substructure Office
REQUIREMENTS	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **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 Psychiatry. **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 Psychiatry. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Strong interpersonal, communication and leadership skills, with the ability to coordinate and support a multi-disciplinary team. Sound clinical knowledge and skill in the assessment, diagnosis and evidence-based management of acute and chronic psychiatric disorders across inpatient and outpatient settings. Teaching, training and clinical supervisory skills, applicable to the academic and clinical development of registrars and students. Computer literacy (MS Word, PowerPoint and Excel).
DUTIES	:	Provide specialist psychiatric cover to Heideveld EC including regular ward rounds, clinical and referral advice, and assessment of patients requiring psychiatric management at appropriate referral hospitals. Provide specialist psychiatric clinic services and psychiatric support across all Primary Health Care facilities in the Klipfontein/Mitchell's Plain Sub-structure, including community outreach. Facilities to be supported include Crossroads CDC, Dr Abdurahman CDC, Gugulethu CHC, Hanover Park CHC, Heideveld CDC, Inzame Zabantu CDC, Mitchells Plain CHC and Nyanga CDC Teach, support and supervise registrars, medical officers, interns and mental health nursing staff. -Provide after-hours/on-call consultant psychiatric cover to Supervising Family Physicians, EC Consultants, Medical Officers and registrars, and provide liaison input and support referrals to district, tertiary and specialist referral hospitals. Provide clinical governance leadership for mental health services across the sub-structure, including chairing clinical governance meetings and maintaining documentation and data monitoring. Undertake academic activities, including development of clinically relevant research and

publications, and participation in the UCT Department of Psychiatry's undergraduate/postgraduate teaching and CPD programmes.

ENQUIRIES : Dr M Paleker Tel No: (021) 370-5000

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 41/263 : **MEDICAL SPECIALIST (SUB-SPECIALTY) GRADE 1 TO 3 (VASCULAR SURGERY)**

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 : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Vascular Surgery. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Vascular Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Sub-Specialist in Vascular Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Sub-Specialist in Vascular Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Sub-Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Sub-Specialist in Vascular Surgery. Competencies (knowledge/skills): Clinical and surgical competency in vascular surgery. Ability to work in a high-volume clinic and surgical environment. Ability to teach and train undergraduate and post graduate students. Ability to conduct clinically relevant research in the field of vascular surgery.

DUTIES : Management and training of surgical staff. Vascular Surgery clinical service provision and management in the Groote Schuur Hospital Vascular Unit. Participation in academic and management activities of the division.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229

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.

POST 41/264 : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 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 Professional 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 recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity.

DUTIES : General Surgery specialist clinical services in the Division of General Surgery at the hospitals on the platform serviced by the division. Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229

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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist 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.

POST 41/265 : **MEDICAL OFFICER GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**

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

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : 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. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care to manage a large labour ward at regional hospital level. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and

without supervision. Candidates should be able to do a basic gestational ultrasound scan. Computer literacy in MS Office mandatory.

DUTIES : Provide expert clinical management of all non-acute and emergency O&G cases within the department, including labour ward and gynaecology units. Lead the care of critically ill patients, including advanced resuscitation and stabilisation. Supervise, mentor, and teach medical students, interns, and midwifery staff. Ensure efficient administration of clinical services, including medico-legal responsibilities. Provide guidance and leadership towards the realisation of strategic goals and objectives of the department. Participate in the termination of pregnancy program in line with legislation and best practice. Promote cost-effective clinical care by optimising the use of laboratory services, blood products, medications, consumables, and equipment.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938-4638

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

POST 41/266 : **MEDICAL OFFICER GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(Plus non pensionable rural allowance of 18% of your annual basic salary) (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Oudtshoorn Hospital (stationed at Oudtshoorn and Kannaland Sub-district)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel throughout the districts. A commuted overtime contract is compulsory, as well as the ability to work after-hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Computer literacy in Ms Office is mandatory. Surgical and anaesthetic skills applicable in rural setting e.g. Caesarean sections, sterilisations, spinal and other regional blocks.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programs of the Department of Health and Wellness. Supervise-, Support-, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administrative service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-effective service at the clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr M De Jong Tel No: (044) 203-7204

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). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 41/267 : **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands District

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.) (plus, a non-pensionable, rural allowance of 18% of the basic annual salary)

CENTRE : Ceres Hospital, Witzenburg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Code (B/EB) valid driver's license and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.

DUTIES : Clinical Service Provision. Clinical Governance and Quality Improvement. Training, Learning & development. Provide quality outpatient care to patients in Ceres Hospital and Witzenberg Sub-District including surrounding clinics and healthcare facilities. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Witzenberg Sub-district facilities as required.

ENQUIRIES : Dr. M Crous Tel No: (023) 316-9600

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). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 41/268 : **FACILITY MANAGER (PHC)**
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 : Vanguard Community Health Centre

REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent in a health related or managerial field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.

DUTIES : General and operational management of a Community Health Centre. Operational planning and implementation of operational plans related to Package of services. Responsible for external governance including collaboration with other sectors (Whole of Society Approach). Sound financial, Supply Chain Management, People Management and Facilities Management. Quality Management. Health Strategy & Support in Information, Pharmacy and Laboratory.

ENQUIRIES : Dr L Johnson Tel No: (021) 202-0933

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical assessment. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 41/269 : **MEDICAL SPECIALIST GRADE 1 TO 3 (VASCULAR SURGERY) (5/8TH)**

SALARY : Grade 1: R872 205 per annum
Grade 2: R995 172 per annum
Grade 3: R1 152 594 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional 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 the HPCSA as a Medical Specialist in General Surgery. **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 Medical Specialist in General Surgery. **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 Medical Specialist in General Surgery. Competencies (knowledge/skills): Clinical and surgical competency in vascular surgery. Ability to work in a high-volume clinic and surgical environment. Ability to teach and train undergraduate and post graduate students. Ability to conduct clinically relevant research in the field of vascular surgery.

DUTIES : Participation in academic and management activities of the division. Management and training of surgical staff. Vascular Surgery clinical service provision and management in the Groote Schuur Hospital Vascular Unit.

ENQUIRIES : Prof L Cairncross Tel No: (021) 406-6229

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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist 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.

POST 41/270 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICINE: DERMATOLOGY) (5/8TH)**

SALARY : Grade 1: R872 205 per annum
Grade 2: R995 172 per annum
Grade 3: R1 152 594 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 Specialist in Dermatology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Dermatology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect of foreign qualified employees) as a Medical Specialist in Dermatology. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Professional Council in respect of foreign qualified employees) as a Medical Specialist in Dermatology. Competencies (knowledge/skills): Excellent knowledge and skills in the diagnosis, treatment, and management of patients. Highly specialised skills in dermatology. Excellent record keeping skills and knowledge of database management and ability to interrogate commonly used bioinformatics platforms. Experience in teaching and supervision at undergraduate and postgraduate level and research experience. Excellent interpersonal skills, good communication, analytical and problem-solving skills.

DUTIES : Provide outpatient medical care to patients with dermatological and related medical problems at a consultant level. Provide inpatient care. Provide outreach as part of a Dermatology Platform of Care for the Western Cape. Provide support with administrative duties. Develop and/or facilitate new innovations to improve division function. Assist in the structured basic science programs and bedside clinical training of medical registrars. Training of registrars in dermatology including basic sciences and clinical training as well as procedural skills. Supervision in the ward and clinics. Involvement in research relating to dermatology.

ENQUIRIES : Prof R Lehloenya Tel No: (021) 404-3376

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. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist 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.

POST 41/271 : **OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL: ARV/HIV)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R571 161 per annum

CENTRE : Kraaifontein CHC, Northern/Tygerberg Sub-structure Office

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 Professional Nurse. Or a 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council as a Professional Nurse. Or A 3-year

Diploma in Nursing (R171that 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: 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: Valid (Code B/EB) driver's license and willingness to work after hours. Competencies (knowledge/skills): Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service, experience in working in an ARV/HIV setting. Disciplinary and conflict management skills. Computer literacy (MS Word and Excel).

DUTIES : Supervise the unit and ensure proper utilization of physical, human and financial resources in accordance with legislation and policies. Provide management support, guidance and direction to personnel under her/his supervision towards the realization of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary teamwork and other relevant stakeholders. Participate in health promotion initiatives, HAST audits and contribute to their evaluation and improvement plans. Effective operational management at clinic level. Professional development, i.e. assessing, in service training needs, planning implementation of training programmes.

ENQUIRIES : Mr. S Tutu Tel No: (021) 834-7119

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment test.

POST 41/272 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (COMPREHSIVE HEALTH SERVICES) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum Educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, 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 SANC(R48). 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. A post graduate Diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification OR a post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license, Willingness to work overtime when necessary. Willingness to work at other facilities within the Southern/Western Sub-structure. Competencies (knowledge/skills): Ability to work independently and within multidisciplinary and intersectoral teams. Good planning, organisational, project coordination, and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, Outlook, and report writing. Knowledge and ability to interpret and implement regulations, policies and guidelines. Good interpersonal communication, collaborative, project co-ordination, and facilitation skills. Knowledge of Basic Nursing Care processes, the Nursing Act, public health programmes, relevant policies, protocols, and guidelines. Knowledge and clinical skills in Women's Health, Sexual and Reproductive Health and Child Health Services, Expanded Programme on Immunisation, School Health Services, Disease surveillance, prevention, outbreak response and HIV/TB Services. Competent in data management, collection, analysis and reporting. Experience in maternal, Women, child, Adolescent, Nutrition, HIV, TB and Outbreak Response.

DUTIES : Planning, co-ordination, implementation and monitoring of integrated Comprehensive Health Programme and Primary Health Care services,

including Maternal Health (BANC), Women's Health, Sexual and Reproductive Health (SRH), Child Health (EPI), Adolescent and Youth Health, Nutrition, School Health, HIV/AIDS, STI, TB, VMMC, Mental Health, and Chronic Disease Management. Coordinate and support the management of Notifiable Medical Conditions (NMCs), disease surveillance, early detection / investigation, clinical case management, contact tracing, outbreak preparedness and response in accordance with relevant policies, guidelines, and protocols. Provide clinical governance support and facilitate policy implementation. Support community-based, wellness and primary health care service delivery. Strengthening the implementation of Community-Orientated Primary Care (COPC). Build and Strengthen partnerships with internal and external stakeholders. Monitor and support the achievement of service delivery targets and key performance indicators. Ensure accurate data collection, reporting, and effective information management. Promote and support continuous quality improvement and compliance with clinical standards and guidelines. Provide technical support, training and mentorship to strengthen staff capacity building.

ENQUIRIES : Ms. Y. Cottee Tel No: (021) 202-0925

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written or oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 41/273 : **CASE MANAGER**

SALARY : R413 001 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or South African Pharmacy Council (SAPC). Experience: Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned. Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Ability to work with MS Excel and Web-based Programmes (medical aids). Ability to link patient diagnosis with procedure codes. Good communication skills (verbal and written).

DUTIES : Conduct clinical audits of Medical Aids and State Department, e.g. RAF and COIDA to ensure accuracy of invoices. Co-ordinate the workflow process between clinical and admin personnel supporting various role players within the hospital wrt ICD-10 codes, prescribed minimum benefits and account queries. Perform hospital Case Management functions wrt authorisation, benefit management, and review of clinical information for externally funded clients. Provide quotations to privately funded and foreign patients and compile statistical reports. Supervision of staff and liaison with relevant role players in matters relating to Case Management. Interpret and implement Case Management policies, protocols and procedures efficiently and effectively. Implement Case Management policies, protocols and procedures within the hospital.

ENQUIRIES : Mr TJ Langenhoven Tel No: (021) 404-2358

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 41/274 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Southern/Western Sub Structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent in Finance / Supply Chain Management field. Experience: Appropriate experience in Supply Chain Management. Appropriate Supervisory Experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to Travel. Willingness to work after hours. Competencies (knowledge/skills): Good managerial, analytical skills and highly developed problem-solving capabilities. Knowledge of LOGIS, EPS and applicable policies (PFMA, AO System, Treasury Instructions and Human Resource Management). Good knowledge of Contract Management within a Government Department (Bid Committees; Transversal Tenders; and Support services). Proven ability to work independently in a high-pressure environment while complying to due dates. Good computer literacy skills in (MS Office: Word, Excel, Outlook, and Power Point). Sound knowledge of Supply Chain Management policies and processes.
DUTIES : Ensure efficient and effective Contract Management by providing technical SCM and Contract Management Support to all hospitals and facilities within the sub structure. Responsible for managing and coordinating the supply chain component (contract management, Procurement, transport, Asset Management) and other activities and functions, within the Sub-district. Ensure audit compliance and handle audit queries related to SCM. Manage all reporting requirements, including the AFS and IFS related to Finance, SCM and for the Sub-district. Overall Management of Sub Structure Transport. Ensure timeous and accurate reporting on SCM information and performance. Render support function to management in terms of SCM. Expenditure, control of Capital Assets. Manage all Human Resource Management and related functions within SCM component.
ENQUIRIES : Mr D Jansen Tel No: (021) 202-0921
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post.

POST 41/275 : **ADMINISTRATIVE OFFICER: HRM (HUMAN RESOURCE DEVELOPMENT)**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12 certificate (or equivalent). Experience: Appropriate experience in People Development and Training. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Appropriate knowledge of People Development systems, practices of the skills development legislative framework. Appropriate knowledge of the recruitment and selection policy and practices. Knowledge and experience of budgetary aspects, as well as project management skills. Computer literacy (MS Word, Excel and PowerPoint).
DUTIES : Assist and co-ordinate skills and training interventions. Assist with the planning, developing, coordinating, monitoring and evaluation of the implementation of the hospital's Workplace Skills Plan and submission of all frequent HRD compliance reports. Assist with the co-ordination and monitoring of the 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Assist with planning and coordination of the staff wellness activities. Coordination of recruitment and selection processes. Administration, co-ordination and placement of various interns. Supervision of Interns. Maintaining of various databases.
ENQUIRIES : Mr MR Abrahams Tel No: (021) 826-5790
NOTE : No payment of any kind is required when applying for this post.

POST 41/276 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: COMPREHENSIVE HEALTH) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum

Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Southern/Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A Valid (Code B/EB) Driver's License. Must be willing to travel and assist at other clinics within the Substructure. Willingness to work shifts, night shift and overtime when required. Competencies (knowledge/skills): Knowledge of Basic Nursing Care processes, the Nursing Act, public health programmes, relevant policies, protocols, and guidelines. Knowledge and clinical skills in Women's Health, Sexual and Reproductive Health and Child Health Services, Expanded Programme on Immunisation, School Health Services, Disease surveillance, prevention, outbreak response and HIV/TB Services. Competent in data management, collection, analysis and reporting. Strong communication, interpersonal, facilitation, and stakeholder engagement skills. Ability to work independently and within multidisciplinary and intersectoral teams. Good planning, organisational, project coordination, and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, Outlook, and report writing. Experience in Health programmes, including Maternal, Women, Child, Adolescent Health, Nutrition, HIV, Tuberculosis, and Community-Based Services.

DUTIES : Planning, implementation, supporting and monitoring of integrated Comprehensive Health Programmes and Primary Health Care services, including Maternal, Women's Health, Sexual and Reproductive Health Services, Child Health Services, Expanded Programme on Immunisation, Adolescent and Youth Health, Nutrition, School Health Services, HIV/AIDS, STIs, TB, VMMC, Mental Health, and Chronic Disease Management. Monitor, respond and support the management of Notifiable Medical Conditions (NMCs), Disease surveillance, early detection, case investigation, contact tracing, case management and outbreak response activities in accordance with relevant policies, guidelines, and protocols. Provide clinical governance support and facilitate policy implementation. Support community-based, wellness and primary health care service delivery. Strengthening the implementation of Community-Orientated Primary Care (COPC) and partnerships with internal and external stakeholders. Support the achievement of service delivery targets and key performance indicators. Ensure accurate data collection, reporting, and effective information management. Support quality assurance and continuous quality improvement initiatives. Implement Infection prevention measures to improve health outcomes. Provide technical support, training and mentorship to strengthen staff capacity building.

ENQUIRIES : Ms Y. Cottee Tel No: (021) 202-0925

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 41/277 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)**
West Coast District

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

CENTRE : Clanwilliam Hospital, Cederberg 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 Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid drivers' license. Willingness to work shifts, night duty, weekends, public holidays, overtime or after hours to meet operational needs of facility. Willingness to travel for training or other requirements. Ability to work under pressure and function within a multidisciplinary team. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills.

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

ENQUIRIES : Ms L van Geems-Wolmarans Tel No: (022) 921-2153

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate will be subjective to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 41/278 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CHRONIC WARD WOMAN)**
Cape Winelands Health District

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

CENTRE : Cape Winelands TB Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines. Knowledge of Nursing Care processes and procedures.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Improving quality of health services. Maintain professional growth and/ethical standards and self-development.

ENQUIRIES : Mr A Meyile Tel No: (023) 34-1311

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 41/279 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PSYCHIATRY) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook, Good Communication Skills. Report Writing, Appropriate experience working in a Psychiatric Unit.

DUTIES : Provision of optimal, holistic nursing care in a Psychiatric Unit. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Ms S Basardine Tel No: (021) 402-6845

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

POST 41/280 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WARD 7 AND 8)**
Chief Directorate: Metro Health Services

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

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Prepared to work in all departments/wards according to the operational needs of the hospital.

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.

ENQUIRIES : Ms. JE Isaacs Tel No: (021) 503-5000 ext. 5156

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

POST 41/281 : **STAFF NURSE GRADE 1 TO 3 (WARD 9, JUVENILLE FORENSICS, WARD 16A AND B FEMALE ADMISSIONS, RELIEF WARD 102) (X5 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) 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 as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Staff Nurse with the SANC Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post

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 : Ms KP Tukutezi Tel No: (021) 370-1274

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 41/282 : **ADMINISTRATION CLERK: SUPPORT**
Directorate: Health Intelligence

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior certificate or equivalent. Experience: Appropriate experience in support services and office administration. Competencies (knowledge/skills): Knowledge of: Public Finance Management Act (PFMA) and Treasury Regulations, as they apply to clerical functions (e.g. Financial administration including travel and subsistence claims, invoices and expenditure records. Knowledge of Provincial SCM policies and delegations, including the quotation thresholds; The Department's S&T and travel policy. Knowledge of Asset management policy (asset registers, verification and disposal). Knowledge of the Batho Pele principles and the Public Service Code of Conduct; Records and document management (filing systems, registers). Proficient in verbal and written communication. Computer literacy: Microsoft 365 (Word, Excel, PowerPoint, SharePoint, etc.), ECM, LOGIS, BAS and PERSAL. Planning, organizing and time management, including coordinating meetings (procedures and minute taking), events and travel. Data and records management (databases, statistics), report writing, and numerical and analytical skills. Attention to detail, problem solving, initiative and adaptability. Professional, courteous, friendly yet assertive and service-orientated team player who demonstrates discretion, integrity, confidentiality, reliability and accountability.
DUTIES : Provide general office administration and records management support to the Directorate including filing and records management systems, office documents and registers maintained efficiently, diaries managed and meetings scheduled effectively, incoming and outgoing correspondence, emails, telephone calls and visitors handled promptly; Meeting packs prepared, and minutes taken accurately and distributed. Provide administrative, information and asset support to the Directorate including: Administrative support provided to management and staff; Office supplies coordinated and available when required; Asset registers maintained and updated, and verification/disposal processes supported; Reports and statistics compiled accurately and timeously for decision making; Databases and registers updated, and ad hoc projects and data capturing completed within agreed timeframes; Directorate information requests coordinated and attended to promptly; Audit and compliance activities supported; Support the implementation of ad hoc projects and ensure timely and accurate data capturing. Provide procurement, logistics and travel support in line with SCM prescripts including: Procurement requests processed accurately, with quotations obtained in line with SCM requirements; Procurement transactions captured on LOGIS, and procurement records maintained and monitored; Events and workshops coordinated successfully; Travel and accommodation arranged on time. Provide financial administration support in line with PFMA and departmental financial prescripts including: S&T claims processed within required timeframes; Invoices and supporting documents verified and correctly filed; Accurate financial records and payment documentation maintained; Expenditure records monitored, maintained and updated; Budget-related information captured, tracked and available for reporting and decisions making.
ENQUIRIES : Ms C Rhoode Tel No: (021) 483-9341
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 41/283 : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Delft CHC (X1 Post), Scottsdene CDC (X1 Post), Elsies CHC (X1 Post), Northern/Tygerberg Sub-structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate/Grade 12 (or equivalent). Experience: Appropriate experience in inpatient admissions and Help Desk environment. Inherent requirements of the job: Willingness to work 12-hour

shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (MSWord, Excel, Power point and Outlook) Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net, HECTIS Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.

DUTIES : Admissions of clients in different departments, opening new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.

ENQUIRIES : Scottsdene CDC – Ms A Mullins Tel No: (021) 810-8100 / Delft CHC – Mr N Meyer Tel No: (021) 954-2237 / Elsies River CHC – Mr M Mashaba Tel No: (021) 931-0211

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 41/284 : **ADMINISTRATION CLERK: HRD (PEOPLE DEVELOPMENT)**
Directorate: People Development

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Human Resource Development and general administrative functions. Inherent requirements of the job: Valid Code (B/EB) drivers' license. Willingness to travel throughout the province. Competencies (knowledge/skills): Ability to use all relevant computer applications independently, and with ease. Knowledge and understanding of Human Resource Development legislation. Excellent computer literacy skills. Ability to collate and prepare data for management reports. Excellent communication skills (verbal and written). Excellent interpersonal skills and ability to work under pressure.

DUTIES : Effective and Efficient administrative support of the placement of the Community Service Programme and Medical Internship. Assist with Graduate bursary holder placements. Effective general administrative support.

ENQUIRIES : Ms L van Aarde Tel No: (021) 483-4074 or email Leticia.vanAarde@westerncape.gov.za

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

POST 41/285 : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R200 691 per annum
Grade 2: R236 385 per annum
Grade 3: R280 809 per annum

CENTRE : Klipfontein/Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Inherent requirement of the job: Willing to work flexitime. Willing to travel across the Sub-structure. Valid Code B/EB

drivers' license. Competencies (knowledge/skills): Knowledge and experience of the various aspects of social work services across platform. Skills and knowledge of trauma counselling and crisis intervention, psychosocial assessment and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills. Working well in a team within health facilities, wellness hubs and communities.

DUTIES : Undertake psychosocial assessments, appropriate community referrals, care plans for patients. Counselling patients and families across service platform, health care facilities and communities and undertake patient follow up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Facilitate health education programmes and work groups.

ENQUIRIES : Ms R Hull Tel No: (021) 370-5019

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

POST 41/286 : **NURSING ASSISTANT GRADE 1 TO 3 (WARD 11 AND 12 FORENSICS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience**: Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.

DUTIES : Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain efficient records of all health care activities. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. B. Wiener Tel No: (021) 503 5000 ext. 5030

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

POST 41/287 : **PORTER (X2 POSTS)**
West Coast District

SALARY : R144 024 per annum

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts and weekends. Willingness to perform tasks such as

lifting patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to work and communicate with internal and external patients. Good interpersonal and communication skills. Ability to work in a team.

DUTIES : Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment to and from departments. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Responsible for the cleanliness of wheelchairs. Respond to requests from wards/departments. Providing a support function within the Support Services component.

ENQUIRIES : Mr A Van Vuuren Tel No: (022) 709-5096

NOTE : No payment of any kind s required for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.

POST 41/288 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (OBS AND GYNAE) (20 HOURS PER WEEK)**
(Contract Until 31 March 2027)

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

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 Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. **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 employee) as Medical Specialist in Obstetrics and Gynaecology. **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 a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy (MS Office) is mandatory. Ability to perform level 2 obstetrics and gynaecology ultrasound scans. Possess surgical competency in terms of emergency and elective obstetric surgery and gynaecological laparotomy, including cystectomy and hysterectomy. Ability to perform emergency and elective obstetric procedures.

DUTIES : Participation in the academic activities of our department. Provide clinical care to Obstetrics and Gynae emergency and elective patients. Perform Obstetrics and Gynaecology surgery. Run a tertiary level labour ward, special care unit and theatre independently, including but not limited to diagnostic skills, management plans, surgical competency and counselling around complex decisions.

ENQUIRIES : Dr A Osman or Prof M Patel Tel No: (021) 404-6020 or email: ayesha.osman@uct.ac.za/m.patel@uct.ac.za or marilyn.koks@uct.ac.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). Please ensure that you attach an updated CV.