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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2026

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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 PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Director-General: Planning, Monitoring & Evaluation with Ref No: 01/2026 was advertised in the Public Service Vacancy Circular 02 dated 23 January 2026 with the extended closing date of 13 February 2026, was advertised erroneously requiring the proof of successful completion of Executive Induction Programme to be submitted before appointment. Only the appointed candidate will be required to attend the Executive Induction Programme after appointment, therefore applicants are not required to be in possession of the certificate.

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

- APPLICATIONS** : should be hand delivered the addresses listed below or sent via email: Eastern Cape College of Emergency Care –hand deliver to: HR Office, Eastern Cape College of Emergency Care, No 2 Spondo Street, Zwide, Port Elizabeth, 6002. or email to Khaya lethu.Plaatjie.echealth.gov.za
- CLOSING DATE** : 20 February 2026
- NOTE** : Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POST

- POST 04/154** : **EMS COURSE COORDINATOR GRADE 4 REF NO: ECHEALTH/EMSCC/NMM/01/02/2026**
This is a re-advert, applicants who have previously applied for the position must apply again
- SALARY CENTRE REQUIREMENTS** : R528 072 – R594 864 per annum, (OSD)
: Nelson Mandela Metro, Eastern Cape College of Emergency Care
: Successful completion of the one of the following qualifications that allows registration with the HPCSA as ECP: Bachelor Degree in Emergency Medical Care or Bachelor of Technology Degree in Emergency Medical Care. Registration with the HPCSA as paramedic or ECP. Experience as a Paramedic: Not applicable. Experience as an ECP: 3 Years after registration with the HPCSA as ECP. Additional experience: Applicants must have a minimum of two (2) years' experience as a lecturer in the field of Emergency Medical Care and Rescue at an Emergency Care College or University offering these programs. Competencies (Knowledge/Skills): Experience in teaching, assessment and moderation in the field of emergency medical care and rescue. Experience in curriculum development will be advantages. Previous and appropriate management and administration skills. The ability to coordinate and work in a team. Effective time management, coordinating and multitasking skills. Problem solving and decision-making abilities. Computer literacy. A valid driver's license C1 with a valid professional drivers permit (PrDP).
- DUTIES** : Coordinating clinical coordination for programs offered by the college which included but are not limited to: Medical Programs: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Manage clinical preceptors within the experiential learning platform. Attend to any other college daily operational duties as deemed necessary by college management.

ENQUIRIES

May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.
: Mr K Plaatjie Tel No: (041) 453 0911

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

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za>. For general enquiries please contact Human Resource Tel No: (011) 355-7082/7043. Only online applications will be considered.
- CLOSING DATE** : 20 February 2026
- NOTE** : In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025/2027
(24 MONTHS)**

OTHER POST

- POST 04/155** : **INTERNSHIP PROGRAMME: POLICY, LEGISLATION, RESEARCH AND KNOWLEDGE MANAGEMENT REF NO: REFS/035213 (X1 POST)**
Directorate Policy, Legislation, Research and Knowledge Management
Re-advertisement, all applicants who previously applied are encouraged to re-apply.
- STIPEND** : R7860.50.per month
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : ND/Degree: Library & Knowledge Management/Public Management /Governance / Information Science. Applicants must be South African, unemployed and should not have been exposed to an internship programme before.
- DUTIES** : To complete all tasks assigned in relation to the post.
- ENQUIRIES** : Ms. Petunia Mabasa Tel No: (011) 355 7175

**PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application.
- FOR ATTENTION** : Mr MTR Nzuzza
- CLOSING DATE** : 20 February 2026
- NOTES** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs”. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted. 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 This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. 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.

OTHER POST

- POST 04/156** : **ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) REF NO: KCD 01/2026**
- SALARY** : R468 459 - R551 823 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : King Cetshwayo District Office.
Matric Certificate or Grade 12 (Senior Certificate). Bachelor degree/ National Diploma in Financial Management, Accounting, Cost and Management Accounting, or Equivalent qualification with major subjects in Accounting, Economics and Financial Management, 3-5 years supervisory experience in public service within financial administration component (Accounts payable & revenue, voucher control, budget & expenditure management and reporting). Valid Drivers' License. A minimum of one year conditional grant financial management experience will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of Laws, Regulation, Policies, Instructions, Practices Notes, Public Finance. Management Act, Treasury Regulation and Treasury Guidelines. Possess in depth knowledge of budget procedures and BAS. Have the ability to perform independently and

under pressure. Have good communication and interpersonal relations. Be computer literate with a proficiency in MS Office Software, especially Excel and PowerPoint Software. Knowledge of departmental and transversal systems e.g. (PERSAL, BAS, Vulindlela, etc.) Have planning, organizing, analytic thinking and presentation skills Be able to provide technical support to all the institutions within the district and ensure that the conditional grant is spent for its intended purpose. Possess knowledge of procurement procedures and advice. Possess knowledge of human resources policies. Possess knowledge of SCM Policies and Processes.

DUTIES

: Prepare and consolidate the conditional grant business plan for all HIV/Aids Programmes and facilitate the division of the budget allocation to all institutions in the district. Analyse the expenditure trends to determine whether expenditure incurred is utilized for its intended purpose and is it in line with the envisaged output performance priorities and targets and report to HAST Finance Manager and District Finance Manager monthly. Monitor and Evaluate Conditional Grant expenditure vs budget and prepare, collate and report to District Finance Manager and HAST Finance Manager. Monitor that efficient financial document control is maintained by facilities for effective filing, tracing and retrieval of documents for audit purposes. Evidence files to be checked monthly. Provide technical support to facilities within the district to ensure that the conditional grant is utilized as per the HIV & AIDS business plan and within the grant prescripts. Liaising with the Program Managers in the District Office and Managers in the institutions (Finance, HR, Nursing Manager, PHC Supervisors, CEO) within the district in respect of staff linking and expenditure to ensure that the staff paid under the conditional grant is aligned and approved under the HIV/AIDS Conditional Grant Business Plan. Liaise with District Pharmacy Manager and Institution Pharmacy Managers regarding misallocation of ARV Medicine and other commodity expenditure. Ensure that misallocations are corrected and that supporting documents are available. Prepare monthly reconciliations for all programmes, as well as monthly variance reports. Ability to provide office support services in an effective, efficient and professional manner and ensure that all expenditure under conditional grant documents are properly filled. Ensuring that all the journals for conditional grant are checked, signed and effected timeously. Ad-hoc duties as may be required by the supervisor.

ENQUIRIES

: Mrs S.L. Msane Tel No: (035) 787 6202

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF HEALTH**

<u>CLOSING DATE</u>	:	20 February 2026
<u>NOTE</u>	:	<p>Ensure that you read the conditions and requirements of the posts before applying. By applying it is taken that you agree to the conditions and requirements of the posts. Applicants are hereby invited from suitably qualified candidates for the advertised posts in the Limpopo Department of Health. Applications should include a fully completed new Z83 form obtainable from any government institution or at www.dpsa.gov.za and comprehensive CV. Applications should complete separate applications where more than one centre is applied for. 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. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded "No" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State?" then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail). "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?". Applicants may leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications and copy of ID must be submitted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct] Assessment as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024, The facilities advertised are based on specific operational and service needs. As such employee-initiated transfers will not be entertained. Women and People with disabilities are encouraged to apply and correspondence will be entered into with shortlisted candidates only. Applicants responding to this circular should quote circular number [DPSA Circular No of 2026] as reference number on the Z83 application form. The Department reserves the right not to fill any advertised posts. The employment decision shall among other determinations be informed by the Employment Equity Plan of the department. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. Successful candidates for permanent posts will be subjected to a mandatory 12 months' probation period, and the department reserves the right to confirm or not confirm the permanency of the post on expiry of probation. NB 1: Note: The circular of advertised vacant posts will be posted on the following website: www.ldoh.gov.za ; www.dpsa.gov.za and www.limpopo.gov.za. NB 2: Applicants should apply using the application links provided for each post</p>

OTHER POSTS

- POST 04/157** : **SENIOR CLINICAL MANAGER (HEAD OF INSTITUTION): GRADE 1 (X1 POST)**
- SALARY** : R1 647 630 per annum, (all-inclusive remuneration package), plus 18% of basic salary PSCBC rural allowance
- CENTRE** : Dr CN Phatudi Hospital
- REQUIREMENTS** : Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner; A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA) and related regulations and policies. Knowledge of current Health and Public Services Legislation, Regulations and Policies, Sound clinical knowledge, Sound Medical Ethics with emphasis on budget control. Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, People Management and empowerment, Solid background of Epidemiology or demonstrative ability to use health information for planning. Service delivery innovation, Knowledge Management, Problem solving and analysis, Communication, Client orientation and customer focus.
- DUTIES** : Job Purpose: Plan, co-ordinate and manage the efficient and effective 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 national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with the PFMA and relevant guideline, and ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resource mobilization, monitoring and evaluation and 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 resource, promote a healthy working environment through compliance with relevant legislation including occupational 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 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 and timely manner. Clinical and Corporate Governance: Oversee Clinical Governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. 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.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
- APPLICATIONS** : Dr CN Phatudi Hospital: [CLICK HERE TO APPLY](#)

<u>POST 04/158</u>	:	<u>SENIOR CLINICAL MANAGER: MEDICAL GRADE 1 (X1 POST)</u> Re-advert
<u>SALARY</u>	:	R1 647 630 per annum, (all-inclusive remuneration package), plus 22% of basic salary ISRDS Nodes rural allowance.
<u>CENTRE</u>	:	Philadelphia Hospital
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Current registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. A minimum of three (3) years appropriate experience as an Independent Medical Practitioner after registration with Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Experience as head of clinical services will be an added advantage. All applicants must be South African citizens or permanent residents. Inherent requirements of the job: Willingness to do after hours work and be on call including shift work. Valid driver's license with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of current Health and Public Services Legislation, Regulations and Policies. Sound clinical knowledge. Sound Medical Ethics with emphasis on budget control. Solid background of Epidemiology or demonstrative ability to use health information for planning. Sound knowledge of Human Resource Management and Quality Assurance Programmes.
<u>DUTIES</u>	:	Lead and manage the Medical and Health Care Services, ensuring the continuum of care in the Geographical service area of the hospital as well as appropriate referral. Ensure clinical governance, clinical guidelines and adherence to clinical protocols. Coordinate clinical responsibilities of Medical Practitioners and Allied Health personnel including the management and implementation of outreach and in-reach to the geographical service area. Ensure in-service training and supervision to all health care providers. Participate in the Quality Improvement Programme of the Department and the hospital and ensure that policies and procedures are followed. Allocate and manage resources, both human and financial. Monitor key performance indicators and plan quality improvement strategies to address the gaps.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.
<u>APPLICATIONS</u>	:	Philadelphia Hospital: CLICK HERE TO APPLY
<u>POST 04/159</u>	:	<u>EMS DISTRICT MANAGER: GRADE 2-3 (SHIFTS) (X1 POST)</u> Re-advert
<u>SALARY</u>	:	Grade 2: R661 263 per annum, (inclusive remuneration package) Grade 3: R1 016 055 per annum, (inclusive remuneration package)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	A) Qualifications and Competencies: Grade 12 Certificate. Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the Health Professions Council of South Africa as Emergency Care Technician [ECT], Paramedic or Emergency Care Practitioner [ECP]. Emergency Care Technician [ECT] or Critical Care Assistance [CCA], Programme or Recognized National Diploma in EMC or recognized B Tech Degree in EMC or Bachelor of Health Science in Emergency Medical Care. Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Grade 3: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Three (03) years' experience after registration with the HPCSA as an ECT, Paramedic or ECP. Copies of qualifications and current registration with the HPCSA to be attached. Inherent requirements of the job: Willingness to do after-hour work and be on call including shift work. Inherent requirements of the job: Computer literacy including MS Outlook, Word, Excel and PowerPoint; Virtual meeting platforms literacy. Inherent requirement: A valid driver's license with PDP (C1/ Code 10) B). Knowledge and Skills: Knowledge of ILS/ECT protocols. Understanding of EMS and its line of business. Proven managerial and interpersonal skills. Good verbal and written communication skills. Knowledge of Public Finance Management Act.
<u>DUTIES</u>	:	Management of EMS vehicles, equipments and staff at station level. Treat patients in accordance with relevant protocols. Maintain best clinical practices

in accordance with quality standards. Abide by standing operational procedures.

ENQUIRIES

: General enquiries about the advertised posts should be directed to Mr M Malale Tel No: (015) 293 6345/6554/6017 during office hours.

APPLICATIONS

: Waterberg District: [CLICK HERE TO APPLY](#)

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02 Mbombela 1201 or alternatively applications can be emailed to the respective email address provided for each post.
- CLOSING DATE** : 20 February 2026 @ 16h00
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.dpsa.gov.za/dpsa2g/vacancies.asp. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The question related to conditions that prevents re-appointment under Part F must be answered by applicants who were previously appointed in the public service. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will also be subjected to practical assessments, will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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. SMS POSTS: The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results

of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment.

OTHER POSTS

POST 04/160 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDT 2025/26/05**

SALARY : R1 059 105 per annum (Level 12), all-inclusive salary package (Please note that this post was previously advertised on DPSA Vacancy Circular 15 09 May 2025 and applicants who applied previously are encouraged to reapply)

CENTRE REQUIREMENTS : Head Office, Mbombela
 : An appropriate SAQA recognized undergraduate NQF level 7 qualification in BCom- Economics/BCom-Business Management/ Business Administration/ Bachelor of Administration with a minimum of 3 (three) years work experience in economic empowerment/enterprise development/trade investment and promotion environment at junior management level (Assistant Director). An in-depth understanding of MSMEs development, policy formulation and implementation. Good understanding and knowledge of Government Frameworks that relate to Economic Development, Provincial Growth Development Strategy and Growth Development Strategy. Generic knowledge of the South African economic policies, priority economic sectors in Mpumalanga and regulated industries. Knowledge and understanding of the Public Service laws, government processes, regulations and procedures. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite. Competencies: The preferable candidate must display these competencies at competent levels: strategic capability, leadership, programme and project management, financial and management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, customer focus and communication, honesty and integrity.

DUTIES : Assist to develop a provincial MSMEs strategy and play an active role in ensuring that the strategy is implemented. Participate in the identification of small business opportunities that match the small business targets for the province. Facilitate the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Assist to build strategic partnerships that provide for innovative and an integrated approach in advancing the competitiveness of MSMEs and Co-operatives. Facilitate and support the establishment of Cooperatives. Facilitate access to funding and market networks for MSMEs. Assist to facilitate engagements with regional and national economic development agencies. Ensure the facilitation of access and linkages to markets for MSMEs and Cooperatives. Manage the coordination of financial and non-financial support. Manage human and financial resources of the Sub-directorate. Managing the performance of staff to advance the objectives of the Department. Guiding, coaching, and developing staff and adhering to relevant policies and procedure. Manage all governance related matters of the Sub-directorate.

ENQUIRIES APPLICATIONS : Mr. SJ Xaba Tel No: (013) 766 4146
 : Email application to: recruitmentdedt2@mpg.gov.za

POST 04/161 : **DEPUTY DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: DEDT 2025/26/25**

(Please note that this post was previously advertised on DPSA Vacancy Circular 07 on 21 February 2025 and applicants who applied previously are encouraged to re-apply)

SALARY : R1 059 105 per annum (Level 12), all-inclusive salary package
CENTRE : Head Office, Mbombela

<u>REQUIREMENTS</u>	:	An appropriate SAQA qualification NQF level seven (7) in Economics with at least three (3) years of experience in conducting and disseminating economic research at junior management level (Assistant Director/Economist). A valid driver's license. Demonstrate knowledge and work experience in the application of quantitative and qualitative research methodologies. Advanced computer skills (MS Word, Excel and Power Point), as well as good written/research report writing and verbal/presentation communication skills. Good planning, organizing and leadership skills, as well as analytical thinking, problem solving and decision making skills. Good knowledge of relevant Government legislation such as: Public Service Act, Public Service Regulations, PFMA, MFMA and Treasury Regulations, Government Budget Processes, Constitution of the RSA and Batho Pele principles. Competencies: Research Methodology, Research Management 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.
<u>DUTIES</u>	:	Conduct and compile research reports on the state of identified/key economic sectors and industries in Mpumalanga. Develop an updated economic research agenda report for the Department. Manage, conduct, compile and disseminate e-based research reports that are relevant to provide support and advice to economic planning and decision-making processes. Provide technical assistance to other departmental directorates and MPG departments, public entities, municipalities and other forums, building partnerships and participate in research coordination. Manage resources within the unit and perform any other relevant function as per the delegation.
<u>ENQUIRIES</u>	:	Ms LP Mabaso at Tel No: (013) 766 4424
<u>APPLICATIONS</u>	:	Email application to: recruitmentdedt3@mpg.gov.za
<u>POST 04/162</u>	:	<u>DEPUTY DIRECTOR: CONSUMER EDUCATION: REF NO: DEDT 2025/26/26</u> (Please note that this post was previously advertised on DPSA Vacancy Circular 10 on 14 March 2025 and applicants who applied previously are encouraged to re-apply)
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), all-inclusive package
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognized NQF level 07) tertiary qualification in Consumer Sciences/Economics/Law/Public Administration/Development Studies/ Education/ Communications with a minimum of three (3) years work experience in consumer protection/education/public awareness programmes environment at junior management (Assistant Director level). A valid drivers license. Knowledge of the legal framework, Public Finance Management Act 01, 1999 and other relevant prescripts. Knowledge of the Mpumalanga Economic Regulator, 2017. Liquor Act 59 of 2003, Mpumalanga Consumer Affairs Regulations, Mpumalanga Consumer Protection Act 68 of 2008. economic data and the ability to draw inference from them, understanding of the National and Provincial sectors. Ability to interact with industry key players across sectors and governance frameworks. Experience community development and public education approaches, experience working with vulnerable or underserved communities, media engagement and public communication experience, exposure to intergovernmental relations and partnerships. Competencies: Strategic capability and leadership, Programme and project management, Stakeholder engagement and communication, Policy analysis and implementation, Monitoring and evaluation, Technical Competencies, Knowledge of consumer protection legislation and regulatory frameworks, Consumer education methodologies and public awareness strategies, Research, data analysis, and reporting, Budgeting and financial management, Behavioural Competencies, Ethical conduct and integrity, Strong interpersonal and facilitation skills, Cultural sensitivity and inclusivity, Problem-solving and decision-making, Ability to work under pressure and meet deadlines client orientation, communication, honesty and integrity, advanced computer skills(word, excel, power-point).
<u>DUTIES</u>	:	Strategic Planning and Programme Development: Develop and implement provincial/national consumer education strategies aligned with departmental strategic plans, APPs, and MTSF priorities. Translate consumer protection legislation and policies into accessible education and awareness programmes.

Design inclusive consumer education initiatives targeting vulnerable and marginalised groups, including women, youth, rural communities, and persons with disabilities. Ensure alignment of consumer education programmes with broader socio-economic development objectives. Consumer Education and Awareness: Implementation of the Plan, coordinate, and oversee consumer education campaigns, outreach programmes, exhibitions, roadshows, and media engagements. Develop and approve consumer education materials (print, digital, radio, TV, and social media content). Ensure accurate, consistent, and user-friendly dissemination of consumer rights information. Promote responsible consumer behaviour and ethical business practices. Stakeholder Engagement and Partnerships: Establish and maintain strategic partnerships with municipalities, NPOs, schools, traditional authorities, business associations, regulators, and community-based organisations. Coordinate intergovernmental and multi-stakeholder consumer education initiatives. Represent the department in forums, workshops, conferences, and public platforms related to consumer education and protection. Monitoring, Evaluation, and Reporting: Develop monitoring and evaluation frameworks to assess the effectiveness and impact of consumer education programmes. Analyse programme performance data and compile management, quarterly, and annual reports. Use evidence and feedback to improve programme design and delivery. Ensure compliance with governance, audit, and reporting requirements. Financial and Resource Management: Management of staff within the sub-directorate. Attend provincial and national consumer protection meetings. Assist in the development and management of the consumer education budget. Ensure efficient, effective, and economical use of resources in line with PFMA requirements. Manage procurement processes related to consumer education activities and service providers. People Management and Leadership: Provide leadership, guidance, and supervision to staff within the consumer education unit. Manage performance, capacity development, and skills transfer within the team, Foster an ethical, professional, and results-driven work environment. Lead a team of Consumer Educators in conducting workshops, roadshows, consumer aware campaigns, radio interviews and liaise with affected bodies. Governance, Compliance, and Risk Management: Ensure compliance with relevant legislation, policies, and regulatory frameworks (e.g. CPA, PFMA, Batho Pele Principles). Identify and manage risks associated with consumer education programmes. Promote good governance, accountability and transparency. Review and update provincial consumer related policies and legislations

**ENQUIRIES
APPLICATIONS**

: Mr SJ Xaba @ (013) 766 4164
: Email to recruitmentdedt2@mpg.gov.za

POST 04/163

: **ASSISTANT DIRECTOR: TRADE AND INVESTMENT PROMOTION REF
NO: DEDT/2025/26/24**

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)
: Ehlanzeni District Office, Mbombela
: An appropriate SAQA recognized NQF level 6 tertiary qualification in Economics/Business Management/Business Administration with a minimum of three (3) years work experience in MSME development/trade-export and investment promotion environment. A valid driver's license. Knowledge of the international trade legal framework, Public Finance Management, International Trade Development and Promotion, work experience in export/MSME development and training, understanding of the South African economy, economic data and the ability to draw inference from them, understanding of the National and Provincial sectors and Batho Pele principles. Ability to interact with industry key players across sectors. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving, people management and empowerment, client orientation, honesty and integrity, good verbal and written communication skills, presentation skills, advanced computer skills (word, excel, power-point).

DUTIES

: Provide assistance and support in the development and implementation of export and investment promotion policies and strategies. Promote all export opportunities. Lead the implementation of bi-lateral/multilateral trade agreements workshops. Assist in coordinating and rolling-out of MOUs/MOAs. Facilitate and coordinate trade and commerce activities to support industry

development. Liaise with all spheres of government and all stakeholders on trade and investment related initiatives. Assist in the coordination and facilitation of both domestic and international trade exhibitions and missions. Provide inputs in the preparation of awareness workshops for trade and investment sessions. Provide assistance to MSMEs to take advantage of export financial assistance schemes available within the DTIC (EMIA and SSAS). Supervising staff as assigned including prioritizing and assigning work. Perform any other duties as delegated by the manager.

ENQUIRIES : Ms NC Ndlala Tel No: (013) 766 4370
APPLICATIONS : Email to recruitmentdedt5@mpg.gov.za

OFFICE OF THE PREMIER

APPLICATIONS : Applications should only be submitted online through the link: erecruitment.mpg.gov.za

CLOSING DATE : 27 February 2026

NOTE : The minimum entry requirement for Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior to appointment – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment) All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The recommended candidate for this post shall be subjected to a competency assessment. All appointments are subject to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreements. Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful. The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the following posts, listed in the various Units below. The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

MANAGEMENT ECHELON

POST 04/164 : **CHIEF DIRECTOR: CORPORATE MANAGEMENT REF NO: CD-CM/OTP/01**

SALARY : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

CENTRE : Mbombela
REQUIREMENTS : An appropriate Bachelor's Degree or equivalent NQF level 7 qualifications in Public Administration/Public Management/Human Resources Management/Public Affairs/Law/ (NQF Level 7) or related fields. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at a Senior Management level. Experience in the fields of human resource management, human resource development, labour relations, policy management, communications, legal services, strategic planning would be an added advantage. Knowledge in the Public Service will be an added advantage. Essential skills will include the following: Proven experience in Strategic leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts, Government systems and structures, and internal performance and evaluation reporting.

- DUTIES** : Provide an informed advice on corporate management matters. Coordinate the development and implementation of a comprehensive corporate management strategy. Monitor the implementation of internal human resource management and development policies and strategies. Monitor the coordination of strategic management and planning activities. Monitor the implementation of internal communication programmes. Monitor the implementation of internal legal services. Monitor the implementation of internal transversal (special) programmes. Manage compliance to government prescripts, rules and regulations. Manage the provision of administrative support services within the Chief Directorate. Coordinate the identification and management of all risks within the Chief Directorate. Coordinate and conduct the Chief Directorate's business reviews. Manage the provision of administrative support services.
- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/165** : **CHIEF DIRECTOR: HUMAN RIGHTS TRANSFORMATION REF NO: CD-HRT/OTP/02**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE** : Mbombela
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent NQF level 7 in Public Management/Administration/ Public Affairs (NQF level 7) or related fields. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at Senior Management level. Experience in the fields of managing HIV/AIDS Programmes, Special Programmes, Youth Development and Transformation would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts.
- DUTIES** : Coordinate the provision of secretariat services to the Mpumalanga Provincial AIDS Council. Coordinate and support Government Departments; civil society and NGO on the implementation of the Provincial Strategic Plan on HIV and AIDS, STI and TB. Coordinate the mainstreaming and implementation of target groups' policy imperatives. Monitor the implementation of older persons programs. Facilitate the integration of disability in the departmental programmes and projects. Coordinate and manage the implementation of youth development policy Imperatives in the province. Manage the evaluation of impact of the provincial youth policies and strategies. Manage and monitor identification and provision of economic opportunities to the youth of the province. Coordinate and manage the implement transformation imperatives of the public service. Coordinate the development of provincial service delivery improvement plans. Facilitate the development of service standard and monitor such standards. Coordinate and monitor the implementation of Batho Pele Revitalisation Programme. Overseeing the development, review, and implementation of policies, strategies, plans, and norms related to public service transformation. Monitor the alignment of provincial policies with public service transformation agenda. Manage the provision of administrative support services.
- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/166** : **DIRECTOR: INTERNAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: D-IHRM/OTP/03**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Corporate Management. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE** : Mbombela

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or an equivalent NQF 7 in Human Resource Management/ Public Administration/ Management/Public Affairs (NQF Level 7) or related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the fields of human resource management, human resource development would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical, Able to interpret and apply policies. Knowledge in Public Service Prescripts, and Human Resource Management.
<u>DUTIES</u>	:	Manage the human resource practices, administration. Manage recruitment, selection, appointments of employees. Manage compensation and conditions of service. Manage the development and implementation of human resource organisational strategy and planning. Manage HR information system, organisational strategy and planning services. Monitor the human resource utilisation and capacity development services. Manage and monitor the implementation of skills development legislation. Manage and coordinate the implementation of learnership and internship programmes. Manage and coordinate the provision of the training and development of employees. Facilitate the implementation of performance management and development System. Manage records and auxiliary services. Maintain safe custody of electronic and audio visual records. Manage the employee health and wellness programmes. Manage the implementation of occupational health and safety programmes. Design and implement employee assistance and wellness programmes. Monitor and evaluate employee assistance and wellness programmes. Manage organisational design and job evaluation. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013)766 2004
<u>POST 04/167</u>	:	<u>DIRECTOR: FORENSIC INVESTIGATIONS REF NO: D-FIOTP/04</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree or an equivalent (NQF level 7) in Investigations/Law/ Forensic Audit/Commercial Crime Investigations/Internal Audit. Membership with the ACFE (Association of Certified Fraud Examiners) will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the field of forensic investigations would be an added advantage. Essential skills will include the following: Proven experience in Forensic Investigations Applicable prescripts, Forensic procedures and practices, Human Resource Management, Financial Management, Computer literate, and Public Service legislation. Skills in Management, Planning and organizing, Report writing, Decision making, Analytical thinking and problem solving, as well as Communication and presentation.
<u>DUTIES</u>	:	Manage and conduct investigations pertaining to various types of fraud and corruption. Receive and analyse allegations from the National Anti-Corruption Hotline, Municipalities, Provincial Departments, Public and Whistle-Blowers for allocation to Investigators. Provide feedback regarding status of cases to applicable structures i.e. MANCOM. Provincial Management Committee etc. Liaise with relevant stakeholders i.e. Internal Audit in all Departments to detect the trends of fraud, corruption and maladministration. Liaise with external stakeholders (e.g. Hawks, AFU, SARS, Crime Intelligence Unit, SSA, etc.) to identify trends of fraud and corruption in the province. Review forensic audit reports from investigators. Management of case database and tracking system. Receive allegations from PSC, Departmental/ Municipal Referrals and whistleblowers. Ensure all cases are registered and allocated to investigators. Provide technical support to Departments and Municipalities on the status of investigations. Support Departments/Municipalities during audit and strategic planning sessions. Advise on systematic recommendations pertaining to

- finalised investigations. Manage all reports pertaining to litigations. Attend and provide evidence during litigations. Supply all relevant stakeholders with relevant documentation. Liaise with all legal personal regarding cases for criminal proceedings. Provide advice to litigation teams when necessary. Manage and monitor the Provincial Litigation Register.
- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/168** : **DIRECTOR: INTEGRITY MANAGEMENT AND GOVERNANCE REF NO: D-IMG/OTP/05**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree or an equivalent NQF 7 in Risk Management/Internal Auditing or related fields (NQF level 7). Certificate in Ethics from a reputable Institute such as The Ethics Institute will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the field of ethics, integrity and governance management would be an added advantage. Essential skills will include the following: Proven experience on governance, development of Strategies and Policies in investigation, Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook), Communication and presentation, Report writing, Analytical thinking and decision making, Able to interpret and apply policies.
- DUTIES** : Monitor the implementation of the National and/or Provincial Anti-Corruption Strategy. Develop plan of the provincial anti-corruption and whistle-blowing strategies in consultation with stakeholders such as provincial departments and municipalities. Manage and coordinate stakeholder interface. Facilitate the establishment of relevant Provincial Committees/Forums and render secretariat and/or technical support. Conduct education and awareness campaigns on integrity, ethics and good governance. Identify stakeholders with training on integrity and ethics related matters. Conduct research on reported cases that relates to anti-corruption, develop training aids (presentation, video, pamphlets, etc.) Conduct workshops, presentations and advocacy towards achieving good ethical behaviour or conduct. Facilitate the training of practitioners on ethics matters. Manage the provision of administrative support services. Manage development of the annual performance and operation plans of the program. Facilitate the delivery of Annual Performance Targets and optimal performance of the program. Monitor the implementation of the risk management strategies for the identified risks. Oversee and manage the improvement of internal controls. Manage the provision of administrative support services.
- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/169** : **DIRECTOR: INTEGRATED SECURITY MANAGEMENT REF NO: D-ICS/OTP/06**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Integrity Management, Forensic Investigations and Security Management. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree or equivalent Level 7 in Security Management/Policing (NQF level 7) and any other related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the fields of security management, vetting and/or protocol services would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and

- Organising Skills, Financial Management, Change management, Computer literacy, Communication and presentation, Report writing, Analytical thinking and decision making, Able to interpret and apply policies. Knowledge in Security Management Prescripts, Human Resource Management, Public Service prescripts, and Minimum Information Security Standards (MISS).
- DUTIES** : Coordinate the provision of integrated provincial security management services. Develop Provincial Security Management Policy Framework. Facilitate the approval of the relevant Policy frameworks on Integrated Security Management. Manage and coordinate the screening and vetting services in the province. Liaise with State Security Agency (SSA) for the evaluation of the collected information, issuance, withdrawal, degrading and refusal of security clearance certificates. Develop and manage the implementation of polices and standards operating procedures. Monitor and validate existing security clearances. Coordinate and conduct education and awareness workshop on security management. Develop Information and physical security risk assessment plan in government strategic buildings and other areas. Coordinate and facilitate communication security training with SSA in accordance with the Communication Security Act. Manage the provision of protocol services in the province. Coordinate the development of the provincial protocol policy. Facilitate the approval of the provincial policy on protocol. Monitor compliance of the policy during the implementation phase. Ensure the rendering of protocol support services to the Premier and Executive Authorities. Manage the rendering of ceremonial services and state visits matters. Manage the provision of administrative support services.
- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/170** : **DIRECTOR: CORPORATE COMMUNICATION SERVICES REF NO: D-CCS/OTP/07**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Government Communication and Information Services. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree or equivalent NQF level 7 in a relevant field, such as in Communication, Public Relations, Media Liaison, Journalism, or any other related field. A minimum of five (5) years of experience at middle/senior managerial level. Experience in the field of corporate communication services would be an added advantage. Essential skills will include the following: Excellent communication skills including advanced writing, editing, and verbal skills for various platforms and audiences. Stakeholder liaison and interpersonal skills, Understanding of the government communications system. Media Management and PR: Experience in leading and driving interaction between the department and the media and overseeing branding and corporate identity. Digital and Multimedia Skills: Proficiency in managing social media platforms, websites, and multimedia production initiatives. Analytical skills, Report writing skills, Computer literacy as well as Presentation and Facilitation Skills.
- DUTIES** : Manage and coordinate the provision of printing services. Coordinate the design and printing of Annual Reports. Facilitate the signing of the annual report by the Premier. Coordinate and manage the publication of Internal Newsletters monthly. Coordinate publication of External Newsletters quarterly. Coordinate the design of programmes for internal and external events as well as the printing of speeches. Manage the branding and marketing services of the province. Manage the provincial calendar of events. Identify matters of public interests and develop concept documents. Coordinate and monitor radio talk-shows. Coordinate branding of events as well as manage the promotion of provincial corporate identity and monitor compliance. Coordinate the provision of audio-visuals and graphic design services. Manage the production of recorded video material. Coordinate Livestreaming of events. Manage the development of visual concepts and create layouts for a wide range of applications, such as advertisements, websites, social media, logos, and packaging. Prepare final files for production. Monitor all created assets to ensure they align with the provincial government's visual brand guidelines. Manage the provision of administrative support services.

- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/171** : **DIRECTOR: TRANSVERSAL HR SERVICES REF NO: D-THRS/OTP/08**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package).
The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Strategic Human Resources. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree or equivalent NQF 7 in Human Resource Management/Public Management/ Public Administration (NQF Level 7) or related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in human resources management and policy development, monitoring and evaluation would be an added advantage. Essential skills will include the following: Proven experience in strategic capability and leadership, people management and empowerment, programme and project management, planning and organising skills. Financial management, change management, computer literacy, communication and presentation, report writing, analytical, able to interpret and apply policies. Knowledge in Human Resource Management prescripts and Public Service prescripts.
- DUTIES** : Manage the development of provincial HR Policy Frameworks. Present draft human resource policy frameworks and Guidelines to MANCO and other key stakeholders for inputs. Provide manuals on all approved, amended developed policies and procedures for employees reference. Facilitate the approval of policy frameworks and guidelines by the Director-General. Manage and coordinate the implementation of PMDS, HR Planning and Employee Equity Policies, Strategies and regulations. Conduct workshop on approved policy frameworks and guidelines to provincial departments. Liaise with DPSA and other relevant National Departments on issues of Human resource management and practices. Coordinate and monitor the implementation of Employee Health and Wellness (EHW) programmes policies and regulations. Facilitate the appointment of Health Risk Manager for the province. Monitor departmental compliance with the Health Risk Manager Agreement, including payment of all required fees. Manage the rendering of secretariat services to the Provincial human resource forum. Facilitate the establishment of sub fora to support the HR Forum activities. Facilitate the development of individual sub forum operational plans. Manage the provision of administrative support services.
- ENQUIRIES** : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004
- POST 04/172** : **DIRECTOR: COMMUNITY OUTREACH SERVICES REF NO: D-COT/OTP/09**
- SALARY** : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package).
The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Government Communication and Information Services. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree or equivalent NQF 7 in Public Relations Management/ Journalism/ Communications/ Marketing Management (NQF Level 7) or related fields. A minimum of five (5) years of experience at middle/senior managerial level. Experience in communication, marketing and public participation would be an added advantage. Essential skills will include the following: Proven experience in Strategic capability and leadership, People Management and empowerment, Programme and project management, Planning and Organising Skills, Financial Management, Change management, Motivation skills, Interpersonal Skills, Decision making, Problem solving skills, Computer literacy, Communication and presentation, Report writing, Logical and Analytical thinking and decision making, Able to interpret and apply policies. Knowledge in Public Service prescripts, Government Communication strategies and Human resource management.
- DUTIES** : Coordinate the Executive Council outreach programmes. Manage the dissemination of information to stakeholders about cabinet decision to embark on outreach programmes. Facilitate and coordinate the processes required to

establish the organising committee. Coordinate the organizing committee meetings with stakeholders. Prepare and present progress reports to the Executive Council. Coordinate and manage provincial events. Support and coordinate the establishment of the organising committee. Coordinate the participation of departments, municipalities and public entities. Coordinate the relevant district officials to be part of the outreach. Coordinate and ensure the effective provision of protocol services for all official events. Arrange holding rooms for briefing political, principals post-mortem. Conduct cabinet outreach advances assessment visits. Manage the establishment of a team to visit communities to determine the stability of the community. Compile assessment report and present to the Executive Council for consideration. Manage the provision of administrative support services. Oversee and manage the enhancement of internal controls. Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013)766 2004

POST 04/173 : **DIRECTOR: RESEARCH SERVICES REF NO: D-RS/OTP/10**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
: An appropriate Bachelor's Degree (NQF level 7) in Research, Statistics, Social Sciences, Public Policy, Economics, Public Administration or Development Studies. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level. Experience in research, policy analysis, or programme evaluation will be an added advantage. Essential skills will include the following: Proven experience in designing, managing, and implementing research projects and programmes. Conducting quantitative and qualitative research and applying mixed-methods approaches. Providing strategic leadership in research coordination and evidence-based policy making; managing research partnerships with universities, research institutions think tanks, and other government agencies. Translating research findings into policy advice, reports, and strategic recommendations. Publishing and disseminating research outputs to inform policy and planning processes. Research design and project management; excellent report writing and presentation skills, advanced data analysis and interpretation, stakeholder management and collaboration, strategic thinking and innovation.

DUTIES : Manage the development of the provincial research strategy and research agenda as well as oversee the implementation of research studies across all provincial departments. Manage research round table discussions to improve policy discussions, policy options as well as development for the research agenda for province. Conduct descriptive research, surveys and commissioned research for the provincial government. Coordinate the outsourcing of research services. Manage and conduct oversight responsibilities of the Mpumalanga Research Institute and Innovation. Establish and maintain partnerships with research institutions, Universities and institutions of Higher Learning to improve knowledge hub for the province. Advise and ensure evidence-based decision making through research outputs to the Executive Council of Mpumalanga. Monitor service delivery in communities through Service Delivery Monitoring Tool (SMDT). Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004

POST 04/174 : **DIRECTOR: POLICY DEVELOPMENT SUPPORT REF NO: D-PDS/OTP/11**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Public Policy, Policy Development, Social Science, Economics, Development Studies, Public

Administration or any other related studies. A Postgraduate qualification (Honours or Master's Degree) Public Policy, Policy Development or Economics would be an added advantage. A minimum five (5) years of experience at middle/senior managerial level. Experience in public policy management and planning would be an added advantage. Essential skills will include the following: Proven experience in designing and implementing policy frameworks, policy and legislative instruments. Managing policy research and consultation processes; coordinating intergovernmental or interdepartmental policy initiatives. Strong research, analytical and problem solving skills; excellent writing, presentation and stakeholder engagement skills. Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities.

DUTIES : Manage and guide the provincial policy development process and ensure its alignment with the national and legislative frameworks. Develop and maintain protocols and guidelines for provincial policy development. Facilitate Macro Policy analysis. Conduct capacity building programs and support departments on policy development processes. Provide advice and support to departments on policy development and approval matters. Coordinate Provincial implementation of Socio-Economic Impact Assessment System (SEIAS). Assess and monitor provincial policy implementation. Develop provincial policy options/programmes which are translated into programmes. Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004

POST 04/175 : **DIRECTOR: MACRO PLANNING REF NO: D-MP /OTP/12**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
An appropriate Bachelor's Degree or equivalent (NQF level 7) in Economics, Development and Planning, Policy Development, Public Policy, Statistics. A Postgraduate Qualification (Honours, Master's or PhD) in Macro-Economics, Development and Planning, Econometrics would be an added advantage. A Minimum of five (5) years of experience at middle/senior managerial level. Experience in Planning, Macroeconomic Analysis, Development Planning or Economic Policy Formulation would be an added advantage. Essential skills will include the following: Proven experience in developing and coordinating strategic and long term development plans (national, provincial or sectoral). Leading macro and microeconomic planning processes. Forecasting and modelling economic trends and assessing public policy impacts. Advising provincial government and local government on macroeconomic policy, fiscal frameworks, and development priorities. In depth knowledge of Public sector strategic planning processes and government planning frameworks. Core skills: Strategic thinking; Economic and statistical analysis, Report writing and policy formulation, stakeholder engagement and coordination. data interpretation and presentation.

DUTIES : Manage the development of long-term and macro-economic plans for the provincial government. Coordinate and maintain provincial planning processes. Ensure alignment of provincial and sectoral plans with macro policy plans and frameworks. Facilitate the development and implementation of medium to long term provincial strategic and sectoral plans. Coordinate activities to ensure coherence between sectoral strategic plans, policies and service delivery programmes across the province. Collaborate with national departments, provincial departments, local government and other organs of state in the development of the provincial district one plan. Coordinate and integrate provincial planning process to the national planning policies and framework. Review provincial and local government plans and ensure alignment with the government wide strategic planning frameworks. Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004

<u>POST 04/176</u>	:	<u>DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: D-IKM/OTP/13</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Policy Analysis and Research. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree or equivalent (NQF level 7) in Information Technology, Information Management, Knowledge Management, Library and Information Science or Information Systems. A post graduate qualification (Honours, Master's or PhD) in Knowledge Management, Library and Information Science, Information Systems, Information Technology will be an added advantage. A Minimum of five (5) years of experience at middle/senior managerial level. Experience in information management, knowledge management, ICT or data governance would be an added advantage. Essential skills will include the following: Proven experience in developing and implementing information and knowledge management strategies, policies, and systems. Experienced in Designing and maintaining organizational knowledge repositories and records management frameworks. Promote knowledge sharing and organizational learning across divisions, managing information security, compliance and data quality standards, overseeing digital transformation, archiving and document management system, managing ICT related project data integration initiatives. Coordinating information flow for decision-making and performance reporting.
<u>DUTIES</u>	:	Develop and combines business and technology to integrate systems, processes and people to manage data. Create and maintain knowledge systems through developing and updating the provincial knowledge base, selecting and implementing appropriate tools for data driven intelligent. Develop and manage knowledge management repository and knowledge hub for the provincial government. Develop and monitor the implementation of the provincial knowledge management strategy and policy. Acquire performance information pertaining service delivery from various stakeholders across the organs of state. Develop a system of classification and categorization of all forms of information. Ensure safekeeping and storage of information. Ensure dissemination of information. Coordinate knowledge management and promote access to information. Determine specific uses of information. Manage the provision of administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004
<u>POST 04/177</u>	:	<u>DIRECTOR: EVALUATION REF NO: D-EVA/OTP/14</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Performance Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela An appropriate Bachelor's Degree (NQF level 7) in Monitoring and Evaluation, Social Science, Economics, Public Administration, Public Policy, Development Studies or a related field. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years of experience at middle/senior managerial level in strategic planning and programme management or programme performance monitoring and evaluation is compulsory. Thorough knowledge of frameworks relating to long-term and medium-term planning, strategic planning, monitoring and evaluation in the Public Sector. Essential skills will include the following: Strong skills in research design, data analysis, policy interpretation, and report writing and presentation. Programme and project monitoring and evaluation skills; strategic capability and leadership; financial management; knowledge management; people management and empowerment; client orientation and customer focus; problem solving and analysis and communication skills.
<u>DUTIES</u>	:	Provide overall strategic leadership and management to the Directorate. Develop the Provincial Evaluation Plan and provide guidance and support to Departments in developing Departmental Evaluation Plans. Ensure that evaluation findings and recommendations are shared and implemented. Manage and coordinate stakeholders within the evaluation ecosystem.

Compile and present evaluation reports to the provincial governance structures. Develop and implement capacity-building initiatives on evaluation managers and staff.

ENQUIRIES : should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004

POST 04/178 : **DIRECTOR: SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT CLUSTER REF NO: D-SPCH& DC/OTP/15**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Director: Performance Monitoring and Evaluation. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
: An appropriate Bachelor's Degree or equivalent (NQF level 7) in Monitoring and Evaluation, Public Administration, Social Sciences, Economics, Statistics, Development Studies, Public Policy or a related field. A Post-graduate qualification (Honours, Master's or PHD) in Monitoring and Evaluation, Public Policy, Development Studies, Economics or related field will be an added advantage. A minimum five (5) years of experience at middle/senior managerial level in monitoring and evaluation, strategic planning, programme performance monitoring and evaluation is compulsory. Thorough knowledge of frameworks relating to long-term and medium-term planning, strategic planning, monitoring and evaluation in the Public Sector. Essential skills will include the following: Strong skills in data analysis, policy interpretation, and report writing and presentation. Programme and project monitoring and evaluation skills; strategic capability and leadership; financial management; knowledge management; people management and empowerment; client orientation and customer focus; problem solving and analysis as well as communication skills.

DUTIES : Provide strategic direction and leadership in the development and implementation of the departmental M&E framework, systems, and policies. Align M&E systems with national priorities, such as the Medium-Term Development Plan (MTDP), National Development Plan (NDP), and departmental strategic plans. Design and implement a comprehensive cluster monitoring framework that tracks performance across programmes and projects. Lead and coordinate the submission of Quarterly and Annual Performance Reports by Departments based on the MTDP, Provincial Programme of Action and Annual Performance Plans. Monitor the implementation of Governance structures resolutions relevant to the Cluster. Ensure that performance information is stored, secured and accessible. Manage the provision of Administrative support services.

ENQUIRIES : should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004

OTHER POSTS

POST 04/179 : **SENIOR STATE LAW ADVISOR: LEGAL ADVISORY SERVICES (OSD) REF NO: SSLA-LS/OTP/29**

SALARY : R1 195 110 per annum (LP9 - OSD), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Principal State Law Adviser.

CENTRE REQUIREMENTS : Mbombela
: A degree in LLB or 4 year recognized legal qualification. At least five (5) years' experience in litigation/advisory experience; Admission as an Advocate or Attorney will be an added advantage; Knowledge of the Civil Justice System and the Rules of the Court; Experience in Constitutional Law and Administrative Law; A valid driver's license; and knowledge of the South African Constitution and Laws. Experience as a State Law Adviser will be an added advantage. Essential skills will include the following: Drafting of Provincial legislation, legal opinions and interpretation of legislation. Strategic capability and leadership, financial management, change management, knowledge management, People management and empowerment, programme and project management, service delivery innovations, communication, client orientation and customer focus, problem solving and analysis.

DUTIES : Provision of legal advice and furnishing of oral and written legal opinions and assistance to the Mpumalanga Provincial Government. Being responsible for

the drafting of Provincial legislation and on a continuous basis, for the rationalization of Provincial laws, including old order legislation. Draft employment contracts, service level agreements, memoranda, letters and any other documents with legal bearing. Formulate, and scrutinize Provincial legislation, including subordinate legislation, i.e. Proclamations, Regulations, etc. Certify internal documents. Making inputs concerning policy formulation and implementation, and preparing comments on draft Bills and policies of National Departments. Management of risks as identified in respect of the Legal Advisory Services.

ENQUIRIES : should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426

POST 04/180 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND SUPPORT REF NO: DD-SC/OTP/16**

SALARY : R1 059 105 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Policy Development and Support. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
 : An appropriate Bachelor's Degree or equivalent (NQF level 7) in Public Policy, Policy Development, Social Science, Economics, Development Studies, Public Administration. A Postgraduate qualification (Honours or Master's Degree) in Public Policy, Policy Development or Business Administration, Economics will be an added advantage. A Minimum of 5 years relevant experience at Junior Management Level in policy development, policy research, or strategic planning. Essential Skills will include the following: Proven experience in: developing, reviewing and implementing policies and strategic frameworks, conducting policy research and analysis to support evidence-based decision making; drafting policy proposals, briefs and reports for senior management or political authorities, coordinating cross-departmental or intergovernmental policy initiatives, stakeholder engagement and facilitation of consultations with internal and external parties. Knowledge of policy development processes and frameworks in the public sector. Core skills: research and analytical skills, policy drafting and report writing, strategic thinking and problem solving, project coordination and programme management, stakeholder engagement and facilitation, communication and presentation skills.

DUTIES : Develop and maintain protocols and guidelines for provincial policy development processes. Facilitate Macro Policy analysis. Provide guidelines for policy development and approval processes. Conduct capacity building programs and support departments on policy development processes. Provide advice and support to departments on policy development and approval matters. Coordinate Provincial implementation of Socio-Economic Impact Assessment System (SEIAS). Manage the provision of administrative support services.

ENQUIRIES : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi Tel No: (013) 766 2343

POST 04/181 : **DEPUTY DIRECTOR: RESEARCH SERVICES REF NO: DD-RS/OTP/17**

SALARY : R1 059 105 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Research Services. The shortlisted candidates will be subjected to a competency assessment.

CENTRE REQUIREMENTS : Mbombela
 : An appropriate Honors Degree or equivalent (NQF level 7) in Research, Social Science, Economics, Development Studies, Public Policy, Policy Development, Population and Demography. A post graduate qualification (NQF levels 8, 9 or 10) in the above fields will be an added advantage. A minimum of five (5) years relevant experience at Junior Management Level, preferably in the fields of research management and policy development. Practical knowledge of government policies on research management legislatives and regulatory frameworks. Good interpersonal and communications skills. Ability to work independently and as part of a team. A valid driver's license would be an added advantage. Essential skills will include the following: Research management; Comprehensive report writing; Strategic capability and leadership. Financial management; Change management; Knowledge

- management; People management and empowerment. Programme and project management; Service delivery innovations; Problem solving and analysis; Communications as well as Client orientation and customer focus.
- DUTIES** : Manage research services to inform decision making, policy development and strategy development for the Mpumalanga Provincial Government. Develop and Implement the research agenda and research strategy for Mpumalanga Provincial Government. Manage the establishment of the research partnerships with institutions of higher learning and research institutions. Develop research repository and maintain it for the Mpumalanga Provincial Government. Compile high level analytical reports on the assessment of the state service delivery and citizen access to support executive decision making. Manage the provision of administrative support services.
- ENQUIRIES** : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343
- POST 04/182** : **DEPUTY DIRECTOR: VETTING SERVICES REF NO: DD-VT/OTP/18**
- SALARY** : R1 059 105 per annum (Level 12), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Director: Integrated Security Management. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's Degree or equivalent NQF level 7 in Security Management/Security Risk Management/Policing. (NQF Level 7) or any related fields. A minimum of three (3) years relevant experience at Junior Management Level. Experience in the field of vetting would be an added advantage. Essential skills will include the following: Investigative skills; information systems and data management; knowledge capture, storage and dissemination; planning and organizing; project and stakeholder management; problem solving skills. Computer literacy (Ms Word, Excel, PowerPoint, and Outlook); communication and presentation; report writing; analytical thinking; able to interpret and apply policies as well as capacity building and training facilitation.
- DUTIES** : Develop, manage and implement policies, guidelines, norms and standards of vetting and investigations for security clearance levels. Manage the execution of vetting field-work investigations. Manage and coordinate the screening and vetting services in the province. Liaise with State Security Agency (SSA) for the evaluation of the collected information, issuance, withdrawal, degrading and refusal of security clearance certificates. Monitor and validate existing security clearances. Provide technical and/or advisory support services to Departments. Manage the provision of administrative support services. Manage the provision of administrative support services.
- ENQUIRIES** : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343
- POST 04/183** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD-SCM/OTP/19**
- SALARY** : R896 436 per annum (Level 11), (an all-inclusive remuneration package). The successful candidate will be required to enter into a Performance Agreement with the Chief Financial Officer. The shortlisted candidates will be subjected to a competency assessment.
- CENTRE REQUIREMENTS** : Mbombela
: An appropriate Bachelor's degree or equivalent NQF level 7 in Accounting, Supply Chain Management, logistics (NQF Level 7) or any related fields. A minimum of three (3) years' relevant experience at Junior Management Level. Experience in the field of Supply Chain Management would be an added advantage. Essential skills will include the following: Proven innovative and creative ability; financial management skills; Change management; Knowledge management; Service delivery innovations. Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Management and Administration of Supply Chain processes and procedures. Ensure that correct procedures to print orders are followed and that orders are processed accordingly. Management of movable Assets and proper management of Stores for the Office of the Premier. Identify and manage risk for the Unit. Manage the provision of administrative support services.
- DUTIES** : Management and Administration of Supply Chain processes and procedures. Ensure that correct procedures to print orders are followed and that orders are processed accordingly. Management of movable Assets and proper management of Stores for the Office of the Premier. Identify and manage risk for the Unit. Manage the provision of administrative support services.

ENQUIRIES : Should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343

POST 04/184 : **ASSISTANT DIRECTOR: RESEARCHER (INFRASTRUCTURE) REF NO: DD-RI/OTP/20**

SALARY : R582 444 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's degree or equivalent (NQF Level 7) in Engineering, Quantity Surveyor, Architecture, Construction Studies or Town and Regional Planning or any related fields. A post-graduate Degree (NQF 8) on the Built Environment Qualifications will be an added advantage. A minimum of three (3) years relevant experience in research, policy development or service delivery analysis. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Analytical thinking and problem-solving, Research design and data interpretation; Comprehensive report writing, Strategic capabilities and leadership; Programme and project management; Knowledge management; Financial management; People management and empowerment; Service delivery innovations; Client orientation and customer focus; Problem solving and analysis; Communications; and Familiarity with relevant Provincial policies and priorities.

DUTIES : Conduct research on socio-economic infrastructure programmes and projects for the provincial government. Analyse and monitor performance of infrastructure projects and service delivery for the provincial government. Provide synthesis on infrastructure projects, project planning, project pipeline, project implementation as well as project monitoring and evaluation. Ensure that spatial planning regulations and building plans are adhered to during project planning and project design for the infrastructure projects. Develop and implement a provincial research agenda focusing on service delivery performance and citizen experience. Monitor service delivery interventions by departments and municipalities.

ENQUIRIES : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343

POST 04/185 : **ASSISTANT DIRECTOR: RESEARCHER (SOCIAL CLUSTER) REF NO: AD-RSC/OTP/21**

SALARY : R582 444 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's degree or equivalent (NQF Level 7) in Social Science, Development Studies, Policy Development, Public Policy, Population and Demography (NQF 7). A post-graduate Degree (Honours or Master) in Social Sciences, Public Policy, Policy Development, Development Studies, Population and Demography will be an added advantage. A minimum of three (3) years relevant working experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Research Design and analytical skills; Knowledge of social sector policy frameworks; Policy analysis and report writing; Strategic capabilities and systems thinking; Programme and project management; Financial management; People management and empowerment; Service delivery innovations; Client orientation and customer focus; Problem solving and attention to detail.

DUTIES : Conduct research on service delivery and community-based research for the provincial government. Coordinate and conduct research focusing on Social Cluster Departments (Education, Health, Social Development, Culture Sport and Recreation). Analyse and monitor performance of social cluster departmental projects and service delivery for the provincial government. Provide synthesis on service delivery programmes and projects for the social cluster departments to inform decision making and planning purposes. Support and strengthen research partnerships with institutions of higher learning/research institutions. Liaise with sector departments and local municipalities on research related issues.

ENQUIRIES : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343

POST 04/186 : **ASSISTANT DIRECTOR: RESEARCHER (ECONOMIC CLUSTER) REF NO:
AD-RECPI/OTP/22**

SALARY : R582 444 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : An appropriate Bachelor's degree or equivalent (NQF Level 7) in Economics, Financial Management, Auditing, Agricultural Management or Business Science. A post-graduate Degree (Honours or Master's) in Economics, Financial Management, and Business Science will be an added advantage. A minimum of three (3) years relevant working experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Strong economic and analytical skills; Research methodology and statistical analysis; Knowledge of macro and microeconomic policy issues; Comprehensive report writing and data interpretation; Project management and coordination; Stakeholder engagement and coordination; Knowledge management; Financial management; People management and empowerment Service delivery innovations; Ethical conduct and attention to detail.

DUTIES : Conduct research on service delivery and socio-economic research for the provincial government. Coordinate and conduct research focusing on the Economic Cluster Departments (which include departments such as Agriculture, Rural Development, Land and Environmental Affairs, Public Works, Roads and Transport, Economic Development and Tourism and related entities). Analyse and monitor performance of economic cluster departmental projects and service delivery for the provincial government. Provide synthesis on service delivery programmes and projects for the economic cluster departments to inform decision making and planning purposes. Provide methodological guidance and technical support to department conducting economic research. Analyse economic data, sectoral trends and economic indicators. Develop and maintain a database of economic research and statistical information. Liaise with sector departments in the economy cluster and local municipalities on research related issues. Support preparation of strategic publications and knowledge sharing sessions on economic issues.

ENQUIRIES : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343

POST 04/187 : **ASSISTANT DIRECTOR: RESEARCHER (GOVERNANCE CLUSTER) REF
NO: AD-RGC/OTP/23**

SALARY : R582 444 per annum (Level 10)

CENTRE : Mbombela

REQUIREMENTS : A An appropriate Bachelor's degree or equivalent (NQF level 7) in Public Administration, Political Science, Development Studies, Policy Development, Governance, Local Government or relevant field. A post-graduate Degree/ (Honours or Master's) will be an added advantage. A minimum of three (3) years relevant experience in research, policy development or monitoring and evaluation. Competency and experience in effective communication (written and verbal). Advanced computer skills. Willingness to work beyond working hours. Ability to work under tight schedule. Essential skills will include the following: Strong research and analytical skills; knowledge of governance and institutional performance frameworks; governance sector policy analysis and formulation; Comprehensive report writing and data interpretation; Project management and coordination; Stakeholder engagement and coordination; Knowledge management; Financial management; People management and empowerment Service delivery innovations; Ethical conduct and attention to detail.

DUTIES : Conduct research on service delivery relating to local government and provincial government. Coordinate and conduct research focusing on the Governance Cluster Departments (which include departments such as Co-operative Governance, Human Settlements and Traditional Affairs, Community Safety, Security and Liaison, Provincial Treasury and Office of the Premier). Analyse and monitor performance of governance cluster departmental projects

and service delivery. Provide synthesis on service delivery programmes and projects for the governance cluster departments to inform decision making and planning purposes. Provide methodological guidance and technical support to department conducting social research. Liaise with sector departments in the governance cluster and local municipalities on research related issues. Support preparation of strategic publications and knowledge sharing session's governance issues.

ENQUIRIES : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343

POST 04/188 : **ASSISTANT DIRECTOR: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: AD-HRPOSP/OTP/24**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Mbombela
: An appropriate National Diploma or equivalent NQF level 6 in Human Resource Management/Public Management (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Human Resource Management at a Supervisory Level (HR Practitioner) within the Public Service. Knowledge of PERSAL System. Computer literacy will be an added advantage. Essential skills will include the following: Knowledge of legislative prescripts Governing the Public Service, PERSAL System, E-Leave Management, Procedure manual and process, Recruitment toolkit, Establishment, POPIA and PAIA. Thorough knowledge with regard to the Management of Recruitment and Utilisation within the Public Service will be required. Computer, interpersonal relations, organising, analysis and basic research skills. People management skills, problem solving, listening and report writing skills.

DUTIES : Co-ordinate the implementation of the recruitment, selection and appointment processes. Manage the implementation of promotions, change rank and transfer processes. Establish and maintain staff database. Render administrative support services. Provide advice on restructuring of packages. Handle audit queries. Provide administrative support services.

ENQUIRIES : should be directed to the Assistant Director: Internal HRM & D: Ms. VT Nkosi
Tel No: (013) 766 2343

POST 04/189 : **ASSISTANT DIRECTOR: ORGANISATIONAL RISK AND ETHICS MANAGEMENT REF NO: AD-OREM/OTP/25**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Mbombela
: A National Diploma in Internal Audit/ Risk Management/ Accounting (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Risk Management/ Auditing/ Financial Management. Essential skills will include the following: Knowledge of Public Sector Risk Management Framework, Company of Sponsoring Organisations (COSO) Framework, King IV on Risk Management and Chapter 2 of Public Service Regulations, 2016. Ethics in the Public Service Course/Certificate.

DUTIES : Drive the implementation of ethics and risk management policies and strategy of the Office of the Premier. Conduct risk assessment and review. Provide regular updating of the risk registers. Monitor progress in mitigation and management of risks. Monitor and evaluate the implementation of the Ethics & Risk Management Plan, including the Fraud Prevention Plan. Render secretarial role to the Ethics & Risks Management Committee.

ENQUIRIES : should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula
Tel No: (013) 766 2426

POST 04/190 : **ASSISTANT DIRECTOR: SALARIES REF NO: AD-MPAC/OTP/26**

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Mbombela
: A National Diploma in Commerce or Accounting (NQF level 6) or any related fields. A minimum of three (3) years relevant experience in Salary and Payroll Management as a State Account. Essential skills will include the following: Knowledge of PERSAL, Public Finance Management Act, Public Service Act, Public Service Regulations, Treasury Regulations and Financial Manual.

<u>DUTIES</u>	:	Co-ordinating and monitoring of progress on reconciliation of PERSAL ledger, accounts and clearing of PERSAL exceptions. Administering of payment of salaries to staff. Administering payment of allowances. Administering and advising on medical aid matters of staff. Identifying and recovering of overpayment/ debts. Dealing with monthly/ yearly tax returns and liaise with The South African Revenue Services. Providing of an informed advice on salary b matters. Approving and authorizing of PERSAL transactions.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/191</u>	:	<u>ASSISTANT DIRECTOR: AUDIO VISUAL SERVICES REF NO: AD-VG/OTP/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Mbombela A National Diploma in Videography or TV/Video Production or Film Production (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in the Video production environment. Essential skills will include the following: Knowledge of Audio-visuals equipment, understanding of editing programmes and softwares. Practical understanding of Multimedia use and understanding of copyright laws. Planning and organising skills, communication, report writing, decision-making, problem solving skills and ability to work under pressure.
<u>DUTIES</u>	:	Render Photographic and Video services in support of Provincial Government and Premier's Office activities. Provide editing services for recorded production through high-tech software programmes. Develop and execute creative concepts that effectively communicate key messages through visuals and content. Develop and manage audio-visual archives. Render administrative support for projects.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/192</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: AD-GD/OTP/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Mbombela A National Diploma in Graphic Design (NQF level 6). A minimum of three (3) years relevant experience in graphic design environment. Essential skills will include the following: Knowledge of Planning and Organising Skills, Graphic Design programmes, Communication, Report writing, Decision-making and Problem solving skills, Work under pressure.
<u>DUTIES</u>	:	Render graphic design to the Provincial Publications (External and Internal Newsletters), in line with Corporate Identity guidelines. Conceptualise information material for publication. Liaise with service providers for quality assurance on printed material. Prepare technical electronic documents and images for printers. Develop publication schedules and specifications.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/193</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: HRP-HRPOSP/OTP/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Mbombela A National Diploma in Human Resource Management/ Public Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Human Resource Management preferably in Recruitment and Utilisation within the Public Service. Essential skills will include the following: Knowledge of legislative prescripts governing the Public Service. Thorough knowledge with regard to the Management of Recruitment and Utilisation within the Public Service will be required and PERSAL would be an added advantage. Analysis and basic research skills as well as computer literacy. People management and problem solving skills.
<u>DUTIES</u>	:	Prepare submissions on movement of staff. Prepare and issue letters of the affected staff members. Implement approved resolutions and decisions on the system. Conduct exit interviews. PERSAL report on created and abolished

		posts/units. Advice and withdraw information from the PERSAL system for internal and external matters. Provide assistance in complying OTP's Employment Equity report.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/194</u>	:	<u>ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT AND AUXILIARY SERVICES REF NO: AO-RM & AS/OTP/31</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mbombela A National Diploma in Archives and Records Management / Information Science /Public Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Records Management. Essential skills will include the following: knowledge of filing systems (manual and computerized), document life cycle management (creation, storage, retrieval, disposal), archival procedures, and the relevant national archives and records management prescripts.
<u>DUTIES</u>	:	Monitor incoming and outgoing correspondence in the registry. Supervise auxiliary services personnel. Administer maintenance of registry equipment. Supervise the flow of correspondence. Render administrative support services.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/195</u>	:	<u>STATE ACCOUNTANT: REVENUE AND BOOKKEEPING REF NO: SA-RB/OTP/32 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mbombela A National Diploma in Accounting or Financial Management (NQF Level 6) or any related fields. Three (3) years relevant experience in revenue management, bookkeeping, or financial accounting. Essential skills will include the following: Knowledge of PFMA, Financial directives and procedures, Basic Accounting System (BAS) and other financial systems (LOGIS, PERSAL, etc.). Accounting procedure and Computer Literacy. Practical Knowledge and experience in Revenue and Bookkeeping. Sound interpersonal and communication skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Receive, record and collect revenue through sources of revenue. Cash Management. Render debts management services. Prepare revenue reports, ledgers accounts, bank reconciliation, trial balance and prepare financial statements. Provide support to the internal and external auditors.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/196</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE REF NO: SA-E/OTP/33 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mbombela A National Diploma in Accounting or Financial Management (NQF Level 6) or any related fields. A minimum of three (3) years relevant experience in Expenditure or Financial Management field. Essential skills will include the following: Practical knowledge of government expenditures procedures, PFMA, Treasury Regulations, Financial directives and procedures, Financial Systems (Logis and BAS), Accounting procedure and Computer Literacy. Ability to work independently and as part of a team. Expenditure administration and management will be an added advantage.
<u>DUTIES</u>	:	Manage and administer the processing of payments. Safeguarding of payment vouchers and oversee (manage) adherence to internal controls processes and procedures. Liaise with suppliers of goods and services. Manage staff. Establish and maintain the expenditure risk factors.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/197</u>	:	<u>ADMINISTRATIVE OFFICER: TRANSPORT AND ASSETS REF NO: AO-TA/OTP/34</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Mbombela
	:	A National Diploma in Accounting /Finance or Supply Chain Management (NQF level 6) or any related fields. Three (3) years relevant experience in Supply Chain Management Environment. Essential skills will include the following: Ability to work with figures. Practical knowledge of government logistics and disposal management processes, PFMA, PSR 2016, PPPFA and SCM prescripts. Sound interpersonal, Conflict Management and communication skills. Computer literacy is recommended.
<u>DUTIES</u>	:	Receive and distribute new assets. Administer assets and asset register. Administer the disposal of assets. Administer asset verification.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/198</u>	:	<u>ADMINISTRATIVE OFFICER: LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: AO-/OTP/35</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mbombela
	:	A National Diploma in Supply Chain Management, Accounting or Public Administration (NQF level 6) or any related fields. Knowledge and experience in Supply Chain Management and Stores Management.
<u>DUTIES</u>	:	Provide support for asset disposal processes. Ensure all disposal activities are fully documented, properly filed, and recorded accurately in the asset register. Update and archive disposal registers and related documentation promptly. Provide support on compliance and documentation control. Compile and submit standard reports on asset status and disposal progress. Gather and organize necessary data and information to support internal and external audits. Process and capture requisitions. Check all requisition forms for completeness and accuracy against departmental policies before processing. Ensure requested items comply with internal purchasing rules; flag and return non-compliant requests for adjustment. Accurately update the status of requisitions in the administration system. Record the approver's name and date of approval for audit purposes.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/199</u>	:	<u>ADMINISTRATIVE OFFICER (OHS): EMPLOYEE HEALTH AND WELLNESS REF NO: AO-EHW/OTP/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mbombela
	:	A National Diploma in Occupational Health and Safety Management, Environmental Health, (NQF Level 6) or any related fields. Three (3) years relevant experience in an administrative or OHS support role, preferably within the public service environment. Essential skills will include the following: Administrative competencies and specialized knowledge in Occupational Health and Safety Act (85 of 1993) and related regulations. Understanding of Public Service OHS policies and procedures, Procurement Procedures, Personal Protective Equipment (PPE), and Emergency procedures.
<u>DUTIES</u>	:	Maintain and update OHS records, incident reports, inspection checklists, and training registers. Coordinate OHS Committee meetings, prepare agendas, take minutes, and track action items. Provide support scheduling of workplace inspections, risk assessments, and emergency drills. Provide support on OHS awareness campaigns and wellness programs.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/200</u>	:	<u>ADMINISTRATIVE OFFICER: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: AO-OD &JE/OTP/37</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Mbombela
	:	A National Diploma in Public Administration/Management (NQF Level 6) or any related fields. Three (3) years relevant experience in administration environment. Essential skills will include the following: Knowledge of Filing system and job evaluation, Record keeping/management, LOGIS and Administration activities. Good Organisation and coordination skills, Computer

		literacy (MS Word, Excel, PowerPoint, Outlook), Communication/telephone etiquette, Report/memoranda writing, Interpersonal Skills and Filing system.
<u>DUTIES</u>	:	Manage and maintain Organisational Design and Job Evaluation records (manually and electronically). Handle correspondences within the Unit and make follow-ups. Handle logistical matters of the Unit. Provide secretariat services to the Provincial Job Evaluation Panel.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/201</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT AND ASSETS REF NO: AC-TA/OTP/38 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Accountancy or Financial Management (NQF Level 6) or any related fields. Essential skills will include the following: Practical knowledge of Government logistics and disposal management processes. Sound interpersonal and communication skills and computer literacy is highly recommended.
<u>DUTIES</u>	:	Support officials to apply for access cards. Facilitate the connection of officials to telephone lines. Facilitate the payment of telephone accounts of the Office of the Premier. File asset documentation and system reports. Administer the maintenance of the building. Administer the verification of assets.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426
<u>POST 04/202</u>	:	<u>HUMAN RESOURCE OFFICER: HR PRACTICES, ORGANISATIONAL STRATEGY AND PLANNING REF NO: HRO-HRPOSP/OTP/39</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A National Diploma in Human Resource Management/ Public Management (NQF Level 6) or any related fields. Essential skills will include the following Experience in the field of Human Resource Management, as well as computer literacy will be an added advantage. Good interpersonal, as well as written and verbal communication skills. A team player with basic management skills, sound interpersonal relations and numerical skills. Problem solving skills. Sound organising and planning skills. Customer orientation and leadership abilities.
<u>DUTIES</u>	:	Handle employment applications. Implement the resolutions and decisions made by the Accounting Officer/ Delegate regarding the movement and utilization of staff. Maintain and implement the organizational establishment on the PERSAL System. Provide assistance and informed advice on Human Resource Information.
<u>ENQUIRIES</u>	:	should be directed to the (A) Assistant Director: Internal HRM & D: Ms. NA Mathebula Tel No: (013) 766 2426

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

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post.
- FOR ATTENTION** : Ms. SB. Louw
- CLOSING DATE** : 20 February 2026
- NOTE** : Note for SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 04/203 : **DIRECTOR: ECONOMICS AND FISCAL OVERSIGHT REF NO: NCPT/2026/06**

SALARY CENTRE REQUIREMENTS : R1 266 714 – R1 492 122 per annum (Level 13), (TCE package)
: Kimberley
: NQF 7 qualification in Accounting, Economics or Public Administration / Management. A minimum of 5 years' experience in Economics Accounting and fiscal environment at middle management position. A valid driver's license. Skills & Knowledge: Knowledge and application of PFMA; sectorial policies and practices, Government planning, financing and budgeting process, Fiscal Framework, In-depth understanding of intergovernmental coordination and the mandate of Provincial Treasury, In-depth understanding of fiscal policy analysis, revenue forecasting tools. Analytical and research capabilities, Knowledge and understanding of econometrics. In-depth understanding of legislative framework that governs the Public Service; Expertise in the management and analysis of large and multiple databases, be able to summarize data for the production of tables charts, and graphs. Have Project Management and knowledge of the tools of data management, such as modelling techniques, data mining etc. Networking and building bonds, Planning and organizing, Problem solving and decision making, concern for others, Creative thinking, Customer service orientation, Decision Making, Diversity citizenship, Organizational communication effectiveness, Problem analysis.

DUTIES : Oversee the determination and analysis of key economic variables, their interrelations, and relevance for the budget through inter alia: Conduct analysis of social sector and social and economics investment issues through research, Develop institutional co-ordination and sector integration. Determine and evaluate economic parameters and socio-economic imperatives within a provincial context: Oversee the conduct of analysis of social sector and social economic investment issues through research. Oversee the development, implementation, monitoring and review of revenue enhancement strategy through inter alia: Overseen the provision of advice and support to departments to develop debt management policy and other policies relating to revenue and revenue management. Develop systems to monitor the implementation of provincial revenue enhancement strategy. Develop a provincial borrowing framework. Optimise, enhance and expand provincial revenue estimates: Determine and report on own revenue estimates for the MTEF, Oversee the promotion and enforcement of transparent and effective revenue management. Ensure effective engagement with departments in relation to revenue enhancement strategies as well as the investigation of new revenue sources. Provide strategic leadership, management, governance & accountability within the Directorate: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and person with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/ directorate Recordkeeping and reporting.

ENQUIRIES APPLICATIONS : Mr B Moea at 081 799 0524
: E-mail: Ncpt-HR2@ncpg.gov.za

OTHER POSTS

POST 04/204 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE MANAGEMENT REF NO: NCPT/2026/08**
(12 Months Contract)

SALARY CENTRE : R896 436 – R1 055 958 per annum (Level 11), (TCE package)
: Kimberley

- REQUIREMENTS** : NQF level 6 qualifications in Built environment or related fields. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level or equivalent, in monitoring infrastructure projects/programmes. Registration with ECSA, SACPLAN or related body (advantage) A valid driver's license. Skills & Knowledge: Extensive knowledge and understanding of public service policies and procedures, Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework. Knowledge of Project Management.
- DUTIES** : Support Municipal Infrastructure Performance Management: Provide inputs in order to prepare and update the framework for the Municipal Infrastructure Delivery Management System. Identify, risks, review and update the risk mitigation strategy for the implementation of the framework for the Municipal Infrastructure Delivery Management System. Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure. Analyse, monitor and report on relevant infrastructure legislation requirements. Provide inputs to the design of standard operation procedures and Codes of Practices for financial and budgetary functions in the infrastructure delivery value chain. Provide inputs for Provincial Treasury Instructions, frameworks, best Practice Notes and Circulars. Monitor Infrastructure Financial Management: Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks. Provide financial inputs to relevant Infrastructure forums. Provide inputs to National Treasury on the formation of DoRA. Provide inputs to infrastructure budget guidelines. Review requests for financial roll-overs and make recommendations. Provide guidance on Infrastructure Planning Portfolio Management: Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums. Provide financial inputs to Public Private Partnerships infrastructure projects. Assess and advise on the affordability of Municipal Infrastructure financial implications. Provide inputs into the assessment of Municipal Infrastructure Asset Management Plans. Provide guidance on Infrastructure Project / Programmes: Monitor financial aspects in terms of the implementation of Service Level / Delivery Agreements. Assess Municipal Infrastructure Programmes Management Plans and make Recommendations. Analyse and report on annual evaluation of Municipal Infrastructure projects/programmes. Support Infrastructure Capacity Building initiatives: Provide training on IDMS. Prepare and document best practices on infrastructure delivery. Participate in relevant Communities of Practice in Municipalities. Assess and report on DoRA Human Resources reports. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/ directorate Recordkeeping and reporting.
- ENQUIRIES** : Mr. E. Wax: at 061 417 9511
- APPLICATIONS** : E-mail: Ncpt-HR2@ncpg.gov.z
- POST 04/205** : **DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT**
REF NO: NCPT/2026/09
(12 Months Contract)
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (TCE package)
- CENTRE** : Kimberley
- REQUIREMENTS** : NQF 6 qualifications in Built environment or related fields. A minimum of 5 years' relevant experience of which at least 3 years must be at Assistant Director level or equivalent, in monitoring infrastructure projects/programmes. Registration with ECSA, SACPLAN or related body (advantage). A valid driver's license. Skills & Knowledge: Extensive knowledge and understanding of public service policies and procedures, Knowledge of the functioning of National/Provincial as well as Local Government. Basic knowledge of Microsoft

DUTIES

office applications, Knowledge of Financial Management, Knowledge of Project Management.

: Support Provincial Infrastructure Performance Management: Provide inputs in order to prepare and update the framework for the Provincial Infrastructure Delivery Management Systems. Identify risks, review and update the risk mitigation strategy for the implementation for the framework for the Provincial Infrastructure Delivery Management Systems. Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure. Analyse, monitor and report on relevant infrastructure legislative requirements. Provide inputs to the design of standards operating procedures and Code of Practice for financial and budgetary functions in the infrastructure delivery value chain. Provide inputs for Provincial Treasury Instructions, Frameworks, Best Practice Notes and Circulars. Monitor Infrastructure Financial Management: Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks. Provide financial inputs to relevant infrastructure forums. Provide inputs to National Treasury on the formulation of DoRA. Provide inputs to infrastructure budget guidelines. Review requests for financial rollovers and make recommendation. Provide guidance on Infrastructure Planning Portfolio Management: Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums. Provide financial inputs to Public Private Partnership infrastructure projects. Assess and advise on the affordability of Infrastructure financial implications. Provide inputs into the assessment of Infrastructure Asset Management Plans. Provide guidance on Infrastructure Project/Programmes: Monitor financial aspects in terms of the implementation of Service Level/Delivery Agreements. Assess Infrastructure Programme Management Plans and make recommendations. Analyse and report on annual evaluation of Municipal Infrastructure projects/programmes. Support Infrastructure Capacity Building initiatives: Provide training on IDMS. Prepare and document best practices on infrastructure delivery. Participate in relevant Communities of Practice in the Province. Assess and Report on DoRA Human Resource reports. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit: Management of human resource including; Discipline management, Training and Development, PMDS, Employee Health and Wellness management, Attendance and leave management, Mainstreaming of females, youth and persons with disabilities, General management in terms of Budget monitoring, Input preparation, implementation, monitoring and reporting on Strategic/Annual Performance/Operational and HR Plans of the Directorate/unit. Management of governance structures and systems (e.g. Fora/ committees and PERSAL). Utilisation and care of assets within the unit/directorate Recordkeeping and reporting.

**ENQUIRIES
APPLICATIONS**

: Mr. E. Wax at 061 417 9511
: E-mail: Ncpt-HR2@ncpg.gov.za

POST 04/206

: **DEPUTY DIRECTOR: PERSAL SUPPORT AND ADMINISTRATION REF
NO: NCPT/2026/10**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 – R1 055 958 per annum (Level 11), (TCE package)
: Kimberley
: NQF 6/7 qualification in Human Resources Management/ Public Administration/ Management/ Business Management/ Administration. A minimum of 3 - 5 years' middle management experience in a PERSAL environment. A valid driver's license. Skills & Knowledge: Knowledge of PERSAL administration, including user provisioning, establishment control, HR and payroll transactions, and system compliance. Knowledge of Information Systems (PERSAL, BAS, Vulindlela), and reporting procedures. Knowledge and understanding of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Access to Information Act, Educators Act, PSCBC Resolutions, Public Finance Management Act, and Treasury Regulations. Strong analytical, problem solving skills, and policy interpretation skills. Skills planning and organising, project management, leadership, team building, and conflict management. Competence in facilitation, training, presentation, report writing, and communication with stakeholders at all levels. Ability to provide customer-focused support to departments and transversal system users. Computer literacy (Word, Excel & PowerPoint).

DUTIES : Manage the monitoring of compliance and enforcement of prescribed legislation, policies and guidelines relating to all PERSAL processes: Manage the maintenance of the provincial PERSAL-User Database. Manage the monitoring of the Provincial Departments' user access and activities. Monitor the Provincial Departments' user of Departmental tables (Table 800 upwards). Manage the analysing of PERSAL System data and the Reporting to Accounting Officers and Departmental PERSAL Controllers. Manage the monitoring of ACB (Automated Clearance Bureau) limits. Manage the support service rendered to all Provincial PERSAL Users: Manage and assist Provincial Departments to amend their establishment on the PERSAL System. Manage and monitor new implementation processes in consultation with National Treasury. Manage and assist provincial departments to create their departmental tables. Manage the Provincial PERSAL Helpdesk functions (functional support calls, registering of SCC's, etc.) that are rendered to all 13 Provincial Departments. Manage the capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System: Overall managerial responsibility for PERSAL training in the province. Ensure the PERSAL System functions and capabilities are optimally utilized. Chair the Provincial PERSAL User Forums and represent the Province at the National PERSAL User Forum. Manage the component: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform asset management functions. Perform financial management functions. Perform risk management functions.

ENQUIRIES : Ms. L. Jacobs at 066 210 4000
APPLICATIONS : E-mail: Ncpt-HR3@ncpg.gov.za

POST 04/207 : **DEPUTY DIRECTOR: ACCOUNTING AND REPORTING (MFMA) REF NO: NCPT/2026/15**

SALARY : R896 436 – R1 055 958 per annum (Level 11), (TCE package)
CENTRE : Kimberley
REQUIREMENTS : NQF 7 qualifications in Accounting/ Internal Auditing/ Economics/ Financial Management. A minimum of 3 – 5 years working experience in an accounting environment. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Municipal Financial Management Act, Treasury Regulations, Accounting Principles. Analytical skills, organising skills, Presentation skills, Report writing skills, Numeracy, Advanced Excel, Communication (verbal and written), Planning skills, Problem solving skills and Project Management.

DUTIES : Monitor the implementation of the accounting standards (GRAP) and review the quality of Annual Financial Statements.: Ability to compile annual financial statements and review and assess them. Provide support to municipalities on the preparation/compilation of the annual financial statements. Direct, guide, and advise stakeholders on accounting practice and compile documents/presentations to discuss various topics. Provide technical support and guidance to municipalities on the implementation of GRAP Standards. Assist municipalities and municipal entities in developing and implementing their accounting policies. Provide support, coaching, technical advice and technical guidance to municipalities and their entities on compiling and finalising financial statements. Monitor compliance with the financial reporting requirements: Facilitates workshops and training on accounting frameworks, standards, guidelines and transversal accounting policies through forums. Provide technical support and compile reports on the preparations of the audit file. Participate in accounting industry-related forums/workshops and effectively contribute to accounting-related developments or amendments. Engage proactively with key Stakeholders through participation in Provincial Treasury management meeting, presenting progress reports on the implementation of the Accounting and Audit SP. Actively participate in municipal accounting and auditing forums. Coordinate the provision of accounting Service & Support: Monitor the implementation of financial accounting support programs where municipalities lack skills and capacity. Monitor, support and report on related modules in the Financial Management Capability Maturity Model. Review Segment details analysis reports. Conduct ongoing capacity building to PT and municipal officials relating to GRAP and financial statement preparation support. Provide support and make recommendations at monthly management and other related meetings on the

implementation of municipal audit action plans pertaining to accounting matters. Municipal (BTO) accounting and audit capacity – Undertake annual reviews of the municipal accounting and audit organograms and make recommendations regarding capacitation. PT accounting and audit capacity - Assist with evaluation of the PT municipal accounting and audit staffing capabilities on an annual basis and provide recommendations to ensure sufficient capacity exists. Provide operational leadership in the management, coordination monitoring and evaluation of activities within the directorate: Perform financial management functions; Assist municipalities and their entities in developing and revising their accounting-related Standard Operating Procedures. Assist PT (clusters) and municipalities with the development and implementation of a proper document management system which will ensure complete and proper records of municipal finances are kept in accordance with applicable norms and standards, to support the accounting numbers and overall financial reporting. Provide support and make recommendations at monthly management and other related meetings on the implementation of municipal audit action plans pertaining to accounting matters. Provide technical accounting support at municipal Audit Steering Committee meetings and audit committees, where applicable; Assist PT (clusters) and municipalities during the annual audit processes in responding to RFIs and accounting related CoMAFs issued by the Auditor-General. Provide technical support, assistance and guidance PT (clusters) and municipalities in developing, implementing and reviewing municipal audit action plans to ensure that accounting related matters are effectively and adequately addressed.

ENQUIRIES : Ms. B. Mgaguli at 066 188 6322
APPLICATIONS : E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/208 : **DEPUTY DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: NCPT/2026/13**

SALARY : R896 436 – R1 055 958 per annum (Level 11)
CENTRE : Kimberley
REQUIREMENTS : NQF 7 qualifications in Financial Accounting, Accountancy, General Accounting or related fields. A minimum of 3 years' experience at junior management level in an accounting environment. A valid driver's license. Skills & Knowledge: Public Finance Management Act, Accounting reports in the public sector MCS, AMD, GAAP, GRAP, Treasury Regulations, Public Service Regulation, Financial Systems, Managerial Functions, Financial Management. Communication (written and verbal), Problem solving, Computer literate, Organising and Planning skills, Report writing, Analytical skills, Policy formulation (norms and standards).

DUTIES : Develop and implement systems and processes to ensure integrity of financial data: Assess compliance with year-end procedures. Review assessments of relevant monthly PFMA compliance and combined feedback reports. Monitor an enhance the implementation of National and Provincial prescripts and approved standards/manuals. Monitor, evaluate and report on compliance with accounting related legislative requirements: Review of relevant monthly PFMA compliance and combined feedback reports. Perform or conduct tests to determine integrity of the monthly compliance certificates. Manage processes to ensure the clearance of monthly inter-departmental accounts for provincial departments. Review the implementation of National Treasury instruction notes by Departments. Monitor, evaluate and report on actions to address findings raised in audit reports: Manage the process to ensure the development of action plans to address audit findings and provide recommendations to improve these plans. Oversee the monitoring and implementation of action plans to ensure that audit findings are effectively resolved. Facilitate and coordinate training regarding accounting compliance: Research and develop training material to address areas of non-compliance. Facilitate training workshops. Facilitate consultative workshops / forums with departments / entities. Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the unit: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform financial and asset management functions. Discipline management. Training and development and PMDS. Employee health and wellness management. Attendance and leave management.

ENQUIRIES : Ms. B. Nortjie at 082 903 6945

<u>APPLICATIONS</u>	:	E-mail: Ncpt-HR4@ncpg.gov.za
<u>POST 04/209</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & SALARY ADMINISTRATION REF NO: NCPT/2026/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 - R1 055 958 per annum (Level 11), (TCE package)
	:	Kimberley
	:	NQF 7 qualification in Financial Accounting/Management Accounting. A minimum of 3 years relevant experience in Financial Management and Accounting at junior management level. A valid driver's license Skills & Knowledge: Extensive knowledge of Financial Accounting & Management. Knowledge of PERSAL & Basic Accounting System (BAS). Knowledge of Standard Chart of Accounts. Strategic management. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act and Regulation. Management Organizing skills. Accounting and auditing skills. Communication at both high and lower levels. Computer literacy. Networking skills. Leadership and team building skills. Analytical. Problem solving skills. Policy development and analyst. Financial management. Formal presentation. Ability to interpret relevant directives. Report writing. Project management. Conflict management and resolution.
<u>DUTIES</u>	:	Preparation and submission of annual Financial Statements and Interim Financial Statements: Allocate expenditure to the correct cost centre daily. Monthly clearance of all suspense accounts. Ensuring a smooth financial year and month closure. Compilation of IFS and AFS. Manage timely and valid payment of creditors' accounts against correct allocations as per source documents, prescripts and the Budget: Settle queries on outstanding accounts. Reconciliation on creditors accounts. Authorize and/or counter sign payment vouchers. Authorize payment on BAS and LOGIS systems. Instil work processes that ensure effective auditing of financial information (source documents) for validity, accuracy and completeness before final payment. Management of effective and efficient bookkeeping systems for all departmental transactions: Ensure timely clearance of PMG/PERSAL exceptions. Ensuring a smooth accounting month closure. Ensure monthly Compliance certificate. Manage salary administration and perform PERSAL Controller function within the department: Manage PERSAL reconciliations. Manage payroll activities. Manage salary payments and deductions within the department. Manage and maintain the PERSAL system in the department. Manage Salary Suspense Accounts and Disclosure Notes. Provide operational leadership in the management, coordination, monitoring and evaluation of human resource and activities within the unit. Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline. Employee Health and Wellness management. Attendance and leave management. Mainstreaming of females, youth and persons with disabilities. Record keeping and reporting.
<u>ENQUIRIES APPLICATIONS</u>	:	D Kumalo at 079 497 8777
	:	E-mail: Ncpt-HR1@ncpg.gov.za
<u>POST 04/210</u>	:	<u>ASSISTANT DIRECTOR: LOGIS SUPPORT AND ADMINISTRATION REF NO: NCPT/2026/11 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09)
	:	Kimberley
	:	NQF 6/7 qualification in Supply Chain Management / Financial Management / Public Administration/ Management or related fields. 3 x LOGIS accredited training courses (LOGIS: Literacy and advanced modules) and BAS course (BAS: General Principles). A minimum of 3 years' experience in a LOGIS management or LOGIS support environment. A valid driver's license. Skills & Knowledge: Knowledge of LOGIS and its core modules. Knowledge of LBIS and transversal system integration. Understanding of BAS fundamentals and LOGIS/BAS alignment. Knowledge and understanding Organisational and Government Structures, the Public Service Act, Public Service Regulations, Public Finance Management Act, SCM Regulations, LOGIS guidelines, Treasury Regulations, Preferential Procurement Framework Act and its associated regulations, National Treasury Instructions and Circulars, Access to Information Act, Broad-based Black Economic Empowerment Act. knowledge of procurement, inventory, asset and contract management processes. Communication skills (verbal and written), Analytical skills, Interpersonal skills,

		Problem solving skills, Innovative thinking, Leadership skills, Report writing skills, Conflict management skills, Project management, Presentation/Training skills, Client orientated, Planning and organising skills, Basic research skills, Policy development skills, Accounting and Auditing skills, Computer literacy (Word, Excel & PowerPoint).
<u>DUTIES</u>	:	Manage compliance and enforcement of prescribed legislation policies and guidelines relating to LOGIS processes: Download and scrutinise reports (RR101, RR102, RR103 and RR020) and compile findings. Assist and monitor with capturing LOGIS Asset Register per Department. Co-ordinate, assist and monitor with capturing LOGIS Contract/Lease Register per Department. Quarterly verification of LOGIS User Account Management. LOGIS Audit responses to be communicated and streamline processes for the next financial year. Render transversal support service and guidance to all Provincial LOGIS users: Provide functional support on LOGIS, LOGIS Portal and BI. Assist Provincial Departments with the disposal of redundant assets. Provide assistance with regards to CSD and Non-CSD suppliers. Monthly verification of LOGIS Asset Register, Finance Leases and Contract Management. Log call with National Treasury's Logik Call Centre as and when necessary. Implementation/re-implementation of LOGIS store as and when required from Provincial Departments. Capacity building to enhance the effective utilization of the LOGIS System: Give inputs to the annual training program. Conduct capacity building sessions. Provide one-on-one training (LOGIS Assets, Finance Leases, Contract Management). Assist with the arrangements of quarterly users forums. Provide assistance on user testing for National Treasury. When required, attend the National LOGIS user forums. Manage the resources within the sub-directorate: Perform people management functions. Oversee the administrative support functions. Perform asset management functions. Co-ordinate stakeholder relationships.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L. Jacobs at 066 210 4000
	:	E-mail: Ncpt-HR3@ncpg.gov.za
<u>POST 04/211</u>	:	<u>ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: NCPT/2026/07</u> (12 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 per annum (Level 09)
	:	Kimberley
	:	NQF 6 qualification in Accounting, Auditing, Economics or Public Administration/Management. A minimum of 2 years' experience in a revenue management or public finance environment. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the Provincial Budget Process, Public Finance Management Act (PFMA), Division of Revenue Act (DORA), performance budgeting, Public Sector Budgeting, Fiscal Framework. National Treasury Regulation and practice notes. Planning and organizing, Problem-Solving, decision making, technical proficiency. Knowledge and computer skills in as far as Ms. Word, Power Point, Presentation, Good Communication (verbal and written), Report writing and analytical skills.
<u>DUTIES</u>	:	Provide support with monitoring/ implementation of revenue enhancement strategy through inter alia: Provide inputs on revenue proposals from the departments. Contribute to discussions regarding an equitable division of revenue. Participate in the medium terms revenue planning process. Provide input into the transparent and effective revenue management process, through inter alia: Support departments in application of effective tools and techniques to maximize the collection of revenue owed to the province, Prepare reports for revenue forums and other stakeholders, Conduct site visits on various revenue collecting institution. Provide inputs into the development of debt management policy and other policies relating to revenue and revenue management: Collects inputs into the guidelines on best revenue practices. Participate in the revenue policy development process of departments. Support departments in developing policies that are consistent with the PFMA. Conduct and support the determination of own revenue estimates, in-year revenue adjustments of the MTEF: Analyse revenue budget proposals from departments. Provide own revenue analysis on proposals and provide recommendation. Provide analysis of monthly revenue performance of departments and identify risk areas. Provide inputs into the budget speech. Provide inputs for the overview of the Estimates of Provincial Revenue and Expenditure. Assist departments to explore on all potential revenue sources:

Collect data and information on all revenue related matters. Support departments in determining the feasibility of newly identified revenue sources. Assess and report on the review of tariffs from departments.

ENQUIRIES : Ms. D. Nel at 081 365 4716
APPLICATIONS : E-mail: Ncpt-HR2@ncpg.gov.za

POST 04/212 : **ASSISTANT DIRECTOR: PROVINCIAL ASSET MANAGEMENT (PFMA)**
REF NO: NCPT/2026/12

SALARY : R468 459 – R551-823 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : NQF 6/7 qualification in Financial Management / Accounting / Commerce. A minimum of 3 years' experience at Junior Management level in Asset and Inventory management. A valid driver's license. Skills & Knowledge: Knowledge and understanding of the relevant prescripts, Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Modified Cash Standards and GRAP, National Treasury Instructions and Guide to accounting officers, Public Service Regulations.

DUTIES : Facilitate the development and maintenance of Asset Management Registers, Policies and strategies: Coordinate the development of asset and inventory management policies and procedures manuals. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tool with regards to assets and inventory management. Manage the development of asset and inventory. Facilitate the development of asset and inventory strategies in line with the service delivery objectives. Facilitate the review of asset and inventory management policies, procedure manuals, Treasury Practice notes, and compliance checklist tools. Support Departments and Public Entities on safeguarding of assets: Monitor the safeguarding of assets by departments and public entities against destruction, theft, and obsolescence. Monitor that all losses and assets are reported, investigated, and finalised. Monitor departments and public entities that have functional loss control committees. Support Departments and Public Entities as per Auditor General requirements and on financial management and reporting on asset and inventory: Monitor and support departments and public entities on MCS and GRAP compliant asset register, trial balance and expenditure reconciliations. Perform reviews of annual financial statements (AFS) interim financial statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan. Provide support on resolving audit findings on non-current asset and current of the provincial departments and public entities. Monitor and support entities on the review of estimated useful life (EUL) and residual values (RV) and impairment of property plant and equipment (PPE). Provide support to departments and public entities on the valuation of assets. Provide support to department and Public Entities with financial reporting tools for interim and annual financial disclosures. Perform periodic compliance assessments in departments and public entities to establish with relevant legislations. Monitor and support departments and public entities with Section 42 transfers. Perform quality assurance (QA) to departments and entities to establish if asset registers and processes meet pacified quality asset management standards. Support departments and public entities on asset and inventory management strategies: Monitor and support departments and public entities on the implementation of asset management strategies and value for money of asset inventory. Ensure departments and public entities have asset management plans. Support departments and entities to develop and maintain complete asset and inventory registers. Support departments and public entities on the application of inventory management. Monitor and support departments and entities on asset verification and inventory stocktaking process. Perform compliance assessments in departments and public entities. Implementation of transparent and economic practices to deal with asset disposal in the provincial administration: Ensure obsolete, redundant, and unserviceable assets are disposed of. Monitor the establishment of the disposal committee, and monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and public entities in the reconciliation of disposal proceeds, and monitor compliance with the internal control process regarding asset register disposal. Facilitate the capacity building of the asset and inventory management section in the Department and Public Entities: Identify

asset and inventory management capacity gaps, facilitate on-the-job training on asset and inventory. Conduct workshops on policy framework, Treasury regulation and accounting norms and standards. Facilitate training intervention on asset and inventory management.

**ENQUIRIES
APPLICATIONS**

: Ms. ML. Ramafoko at 081 430 4082
: E-mail: Ncpt-HR3@ncpg.gov.za

POST 04/213

: **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING
REF NO: NCPT/2026/14**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551-823 per annum (Level 09)
: Kimberley
: NQF 7 qualifications in Financial Accounting or related fields. A minimum of 3 years' relevant accounting experience. A valid driver's license. Skills & Knowledge: Public Finance Management Act, Accounting reports in the public sector MCS, AMD, GAAP, GRAP, Treasury Regulations, Public Service Regulation, Financial Systems, Managerial Functions, Financial Management. Communication (written and verbal), Problem solving, Computer literate, Organising and Planning skills, Report writing, Analytical skills.

DUTIES

: Develop and implement systems and processes to improve sound financial management and audit outcomes: Compile provincial standard operating procedures to ensure implementation and adherence by all provincial Departments. Implement National Treasury prescripts and improve accounting standards. Assess and report on the quality of interim and Annual Financial Statements: Facilitate the timeous submission of financial statements. Review financial statements and compile reports. Assist with training. Compile and consolidate annual financial statements: Prepare consolidated financial statements for the Departments and entities. Prepare Accounting Officers report. Prepare and audit file to support the consolidated Annual Financial Statements (AFS). Review Accounting Officers report. Review and audit file/s to support the consolidated Annual Financial Statements (AFS). Assist with operational management, coordination, monitoring and evaluation of activities within the unit: Facilitate Capacity Building within the provincial departments.

**ENQUIRIES
APPLICATIONS**

: Ms. T. Franks at 066 210 4079
: E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/214

: **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO:
NCPT/2026/16**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551-823 per annum (Level 09)
: Uppington
: NQF 7 qualifications in Financial Accounting / Financial Management/ Economics / Public Administration / Local Government Management / Finance. A minimum of 3 years' experience in similar work environment. A valid driver's license. Skills & Knowledge: Municipal Finance Management Act, (MFMA), Finance Planning and organising, Analytical skills, Presentation / reporting writing, Norms and standards, Produce directives and procedures, Knowledge of relevant legislation, directions and procedures with public service regulations and related legislation, Project Management, Advance Excel, Planning, Computer literacy, Communication skills, Problem solving, Policy analysis/ development, Good planning and organisational skills, dealing with conflict, Routine notes, Memorandums, Reports, Articles programs and minutes writing, Analytical skills.

DUTIES

: To provide assistance in monitoring the implementation of the budget framework by municipalities and provide technical support to delegated municipalities. Provide assistance in monitoring the preparation of the budgets for compliance with the MFMA, Municipal Budget Reporting Regulations (MBRR), relevant NT Circulars and on best practices (includes advice to council on its oversight roles over the budget process). Coordinate the facilitation of technical support and training via interactive working sessions/ site visits and report to outcome of the site visits. To provide assistance and support on the provision of guidance on budget planning. Provide assistance in the evaluation of the budgets and budget supporting documents for designated municipalities and coordinate the advice / written comments to the municipalities. Ensure that the designated municipalities receive a copy of the detailed schedules of allocations and transfers (Provincial and National Gazette). Provide assistance in the budget verification process to validate

budgets on the NT database. Provide assistance in monitoring submission and publication (municipal website) of municipalities budget and other relevant documents. To provide assistance and support in the monitoring, evaluating and reporting on In-Year Budget Performance. Provide assistance to monitor and ensure the submission MFMA returns / data strings to National Treasury (report from NT confirming the receipt of all returns / data string). To provide assistance in the analysis of the monthly outcome of municipalities budget and financial performance through the IYM process and provide feedback to designated municipalities. Also provide inputs into the monthly Municipal Finance Performance Report (MFCFPR) in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report, To provide assistance in the analysis quarterly outcome of municipalities budgets and financial performance including Section 72 report and provide inputs into the quarterly Municipal Finance Quarterly Review (MFQR), in the prescribed format for designated municipalities, ensuring accuracy of numbers and quality report. To provide assistance in the monitoring of grants spending of designated municipalities and submit to the relevant supervisor. To provide assistance and support in the monitoring compliance by delegated municipalities with respect to the MFMA, Dora and other applicable legislations and regulations. Follow up with the designated municipalities on non-compliance issues and assist to provide technical support. Coordinate the feedback/ report to the relevant supervisor on steps taken by the municipality to address non-compliance. Provide advice and technical guidance on revenue related by laws, policies and tariffs setting relating to revenue management cycle. Review and provide technical guidance on revenue related by laws and policies. Provide technical support on the municipal revenue standard operating procedures, assess and provide advice on tariff setting.

**ENQUIRIES
APPLICATIONS**

: Ms. B. Mgaguli at 066 188 3622
: E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/215

: **ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING REF NO:
NCPT/2026/17**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551-823 per annum (Level 09)
: Kuruman
: NQF 7 qualification in Financial Accounting / Financial Management/
Management Accounting. A minimum of 3 years' experience in accounting
environment. A valid driver's license. Skills & Knowledge: Municipal Finance
Management Act, Treasury Regulations, Accounting Principles, GRAP,
MSCOA, Accounting Software, Analytical, Organising, Presentation/ Report,
Numeracy, Advance Excel, Communication, Planning, Problem Solving,
Project Management.

DUTIES

: Promote the understanding and implementation of accounting standards
(GRAP), review and provide feedback on the quality of Annual Financial
Statements. Provide support to municipalities on the preparation / compilation
of annual financial statement. Provide feedback to the Deputy Director on the
assessed draft and in-year financial statements. Advise stakeholders on
accounting practice and compile document/ presentations for discussion on
various topics related accounting on various sessions/ forums. Support the
monitoring and compliance with the financial accounting reporting
requirements. Train clients on accounting frameworks, standards, guidelines
and transversal accounting policies through forums. Monitor the submissions
of audit reports, management letters and audit action plans. Analyse, monitor,
support and report on the implementation of the audit actin plans. Report on
the annual and oversight reports are tabled timeously as required by the
MFMA. Support municipalities in resolving audit queries through the
attendance of audit steering committee meetings and correspondence.
Support on the preparations of the Audit File. Monitor and evaluate AFS
preparation action plan. Provide technical support on financial management
and accounting. Conduct research on technical GRAP Issues that affect the
municipalities to provide clear guidance, application and direction. Participate
in Accounting Standard Board, Public Sector Accounting Forums on the new/
update on accounting forums. Support the implementation of financial
management support programs where municipalities lack skills and capacity.
Analyse audit reports, management letters and audit implementation plan to
identity financial management strategies. Analyse and report on progress on
the implementation of the AFS/ Accounting queries. Assist in Monitoring,

supporting and reporting on related modules in the Financial Management Capability Maturity Model. Verification of Annual Financial Statements against the submitted PRAUD and AUDA data strings. Follow up on outstanding data strings (PRAUD and AFS). Coordinate the process of alignment of AUD data strings and AFS. Communicate to municipalities on the differences. Provide guidance and support as required.

ENQUIRIES : Ms. B. Mgaguli at 066 1883 622
APPLICATIONS : E-mail: Ncpt-HR4@ncpg.gov.za

POST 04/216 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NCPT/2026/02**

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : NQF 6/7 in Human Resource Management/Public Administration/Management or equivalent qualification. A minimum of 3-4 years' experience. A valid driver's license. Skills & Knowledge: Knowledge of HR matters, training, administration, career management, reporting procedures and research. Policy analysis and development, Planning and Organizing skills, Analytical, Decision-making skills, Problem solving skills, Facilitation skills, Conflict management and Computer literacy (Word, Excel & PowerPoint).

DUTIES : Coordinate HR Provisioning in the department: Facilitate Recruitment and Selection process. Monitor the implementation of Transfers, Verification of qualifications. Prepare reports on HR Provisioning. Coordinate Human Resource Administration Functions: Address HRA enquiries to ensure compliance. Monitor implementation of departmental/public service policies on HRA matters. Provide inputs on the development/amendments of HRA policies/practices. Prepare and consolidate reports on personnel administration issues. Respond to Auditor General's queries and requests. Coordinate the effective maintenance of HR Records Management: Facilitate providing the effective and efficient Registry counter service. Facilitate an effective filling and Records Management service. Facilitate the processing of documents for archiving and disposal. Provide assistance with operational Management, coordination, monitoring and evaluation of human resources and activities within the unit: Training and development of officials. Performance Management. Work Allocation and Asset Management. Discipline management, EHW management and Attendance and leave management.

ENQUIRIES : Ms SB. Louw at 066 210 3891
APPLICATIONS : E-mail: Ncpt-HR1@ncpg.gov.za

POST 04/217 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NCPT/2026/03**

SALARY : R468 459 – R551-823.per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : NQF6/7 qualification in Labour Relations/Human Resource Management/Industrial Psychology or Law. A minimum of 3–4-year experience working with Labour legislation and prescripts. Ability to interpret and apply policies. Skills & Knowledge: Knowledge of, among others, the following legislation and prescripts: Constitution 1996. Public Service Act, 1994 and subordinates' legislation. Labour Relations Act, 1994 and subordinates' legislation, including collective agreements. Basic Conditions of Employment Act, 1997. Employment Equity Act, 1998. Skills Development Act, 1998. The Promotion of Access to Information Act, 2000. Public Finance Management Act 1999, and subordinate legislations. Ability to communicate ideas verbally and in writing and informally and formally. Ability to draft and substantiate dept. policies and procedures. Effective organisational skills. Planning and Organizing skills. Analytical. Decision making skills. Problem solving skills Facilitation skills and Conflict management and Computer literacy (Word, Excel & Power Point).

DUTIES : Facilitate formal and informal disciplinary procedures as well as grievances: Conduct investigations on cases reported. Initiate proceedings of disciplinary hearings. Scrutinize and analyse misconduct cases to determine if there are grounds to charge. Facilitate the resolution of grievances and ensure grievances are dealt with in terms of its rules. Report the findings of cases to the relevant line managers. Monitor compliance with labour legislation, regulations and resolutions applicable in the public service (Department): Monitor the implementation of collective agreements and compliance thereof.

Provide advisory services to line management on labour matters. Provide training on labour relations related policies and legislations. Compile quarterly case law reviews. Represent the employer in disciplinary hearings, conciliation or arbitration cases, bilateral multilateral meetings with trade union and bargaining structures: Scrutinize and analyse conciliation/arbitration awards. Ensure that all policies affecting employees directly are discussed and deliberated upon in the relevant structures. Collate and maintain records, statistics, register in respect of labour unrest, dispute and discipline within the Department: Record and report on all misconduct and grievance cases received. Record and update register on labour unrest.

ENQUIRIES : Mr K Melakeco at 082 730 0907
APPLICATIONS : E-mail: Ncpt-HR1@ncpg.gov.za

POST 04/218 : **PERSONAL ASSISTANT REF NO: NCPT/2026/04**

SALARY : R325 101 – R382 959 per annum (Level 06)
CENTRE : Kimberley
REQUIREMENTS : NQF 6 qualification in Secretarial Diploma, Office Management / Management or appropriate equivalent qualification. A minimum of 2-3 years' experience as a secretary. Skills & Knowledge: Computer literacy. (MS Teams, Word, Excel, PowerPoint, Zoom, Acrobat) Financial administration. Knowledge of relevant legislation, policies, prescripts, and procedures. Ability to research and analyze documents and situations. Language and ability to communicate well with people at different levels and from different backgrounds, Sound organizational skills. Good people skills. Good telephone etiquette and Written communication skills.

DUTIES : Provide a secretarial/receptionist support service to the Head of Department: Receive telephone calls on behalf of the Head of department, and direct them to the relevant officials as well as assisting with telephonic enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g., fax machines and photocopiers are in good working order. Record the engagements of the Head of Department. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Renders administrative support services to the Head of Department: Ensure the effective flow of information and documents to and from the office of the Head of Department. Ensure the safekeeping of all documentation in the office of the head of department in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management Reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Head of department. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Head of department and the unit where required. Collect, analyses and collates information requested by the Head of department. Clarifies instructions and notes on behalf of the Head of department. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Head of department. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc for the activities of the Head of department and unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to Head of department regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Head of department as required. Coordinate logistical arrangements for meetings when required. Supports the Head of Department with the administration of the unit budget: Collect and coordinates all the documents that relate to the HOD's budget. Assist HOD in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts HOD of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the HOD and compiles draft memos for this purpose. Compare the MTEF allocation with the requested budget and informs the HOD of changes. Analyses the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood

properly: Remains up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the HOD. Remains abreast with the procedures and processes that apply in the office of the HOD.

ENQUIRIES : Ms D. Sebolai at 081 502 6954
APPLICATIONS : E-mail: Ncpt-HR1@ncpg.gov.za

POST 04/219 : **PERSONAL ASSISTANT: CHIEF DIRECTOR: INTERNAL AUDIT & AUDIT COMMITTEE REF NO: NCPT/2026/18**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : NQF 6 in Secretarial Diploma, Office Administration or Management. 2-3 years' relevant experience. Skills & Knowledge: Computer literacy (MS Teams, Word, Excel, PowerPoint, Zoom, Acrobat). Financial administration. Knowledge of relevant legislation and policies. Ability to analyse documents and situations. Good communication skills. Good organising skills. Good people skills, Good analytical skills. Good decision-making skills. Good problem-solving skills. Good facilitation skills.

DUTIES : Provide a personal assistant/receptionist support service to the Chief Directorate: Receive telephone calls in an environment where, in addition to the calls for the Chief Director, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Host virtual meetings. Perform advanced typing work for the Chief Director. Record the engagements of the Chief Director. Utilize discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes / advises the Chief Director regarding engagements. Compile realistic schedules of appointments. Render administrative support services to the Chief Directorate: Ensure the effective flow of information and documents to and from the office of the Chief Director. Ensure the safekeeping of all documentation in the office of the Chief Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g., Progress reports, Monthly reports & Management Reports. Scrutinize routine submissions / reports and make notes and / or recommendations for the Chief Director. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the manager and the unit where required. Ensure procurement tracking is kept up to date. Collect, analyses and collate information requested by the Chief Director. Clarifies instructions and notes on behalf of the Chief Director. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the Chief Director. Manage the leave register for the Chief Directorate. Handle the procurement of standard items like stationary, refreshments, etc for the activities of the Chief Director and the unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Process the travel and subsistence claims for the Chief Director. Delegate administrative duties to secretaries e.g., copier machine, maintenance issues, boardroom bookings, storeroom and oversee that these duties are completed. Provide support to Chief Director regarding meetings: Scrutinize documents to determine actions/information/other documents required for meetings of the Chief Director and joint audit committee. Collect and compiles all necessary documents for the Chief Director to inform him/her on the contents which include the preparation of the joint audit committee packs. Record minutes / decisions for meetings of the Chief Director / unit as well as for joint audit committee. Communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the Chief Director as required. Coordinate logistical arrangements for meetings when required. Coordinate boardroom bookings. Support the Chief Director with the administration of the budget: Collect and coordinate all the documents that relate to the Chief Director budget. Assist the Chief Director in determining funding requirements for purposes of budget submissions. Keep record of expenditure commitments, monitors expenditure and alerts the Chief Director of possible over- and under spending. Checks and correlates spending reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the Chief Director and compiles with the Chief Director and compiles draft memos for this purpose. Compare the budget allocation with the requested budget and informs the Chief Director of changes. Analyse the relevant public

service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly: Remains up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the Chief Directorate. Remains abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES : Mr. J. Van Tonder at 082 719 1666
APPLICATIONS : E-mail: Ncpt-HR@ncpg.gov.za

POST 04/220 : **CLEANER REF NO: NCPT/2026/05 (X12 POSTS)**

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Kimberley
REQUIREMENTS : Grade 10 or Abet level 2 certificate or equivalent. No experience required. Skills & Knowledge: Public Service procedures. Batho Pele Principles. Public Service Act and Regulation. Verbal and non- Problem-solving skills. Interpersonal skill.
DUTIES : Provision of cleaning services: cleaning offices and boardroom by: Dusting and waxing office furniture. Sweeping tiled floors. Vacuuming and shampooing carpeted floors. Scrubbing floors. Cleaning walls and glass doors. Emptying and cleaning of dirt bins. Removing of waste papers. Freshen the office areas. Collect waste papers. Clean office windows. Clean kitchens: Cleaning of basins. Wash and keep stock of kitchen utensils. Arrange water for meetings. Filling of aqua-coolers. Clean toilets: Refilling hand wash liquid. Replace toilet papers and hand towels. Empty and was waste bins. Clean corridors, passages and elevators: Sweeping of floors on daily bases. Scrub and wax floors and stairs. Remove stains. Open and close corridors windows for fresh air. Ensure that walls are always clean. Wash corridor windows at least once a month. Clean elevator floors. Clean mirrors and elevator walls. Keep and maintain cleaning materials and equipment: Report broken cleaning machines. Clean vacuum cleaners after use. Request cleaning materials.

ENQUIRIES : Mr. S. Fritz at 081 384 0499
APPLICATIONS : E-mail: Ncpt-HR@ncpg.gov.za

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/221** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION (TYGERHOEK) REF NO: AGR 19/2024 R3**

- SALARY** : Grade A: R 391 671 per annum, (OSD as prescribed)
Grade C: R586 665 per annum, (OSD as prescribed)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Competencies: Working knowledge of the following: Soil science research; Major small grain crops in the Western Cape; Soils in the Western Cape, climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MSOffice Package (Word, Excel, PowerPoint); Communication(written and verbal) skills; Ability to work independently and aspart of a team.
- DUTIES** : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES** : Ms A Swanepoel Tel No: (021) 8085320.

- POST 04/222** : **SENIOR AGRICULTURAL ADVISOR: SWARTLAND (MOORREESBURG) REF NO: AGR 01/2026**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BA gric Honours degree majoring in Agricultural Economics on NQF level 8; A minimum of 3 years' experience in the provision of specialist input as an agricultural economist within the agricultural extension and advisory services framework; A valid code B driving licence. Competencies: Knowledge and understanding of the following: Production of crops and / or livestock produced in the specific area, also markets and value adding; Knowledge and

understanding of agricultural business administration. Key Project Management Practices; Good Research Skills; Excellent Written and Verbal Communication and Reporting; Sound Organizational and Leadership & Management Abilities; Good understanding of the Commodity Approach, Land Reform Programme and Project Implementation; Proven computer literacy in MS Office;(MS Word, MS Excel, MS Outlook, MS Power Point).

DUTIES : Compilation of Enterprise Budgets, Interpretation of Financial Statements and compilation and interpretation of Cashflow Projections; Compilation and evaluation of business plans for agricultural enterprises; Understanding and Interpretation of business plans for relevant agricultural enterprises; Conducting cost benefit analysis of potential new projects. Assessment of the economic viability of agricultural enterprises; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers through providing agricultural economic advice across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building Facilitate training and equipping of farmers in financial and production record keeping in their agricultural enterprises. Conduct financial analysis of agricultural enterprises; Facilitate market access for farmers and ensure market compliance; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding financial and technical progress; Facilitate the development of organisational skills of the developing agricultural sector; Participate as a member of project teams. Assist farmers with credit applications to financial institutions; Do general office administration; Conducting regular site visits to projects; Ensure the utilization of Agricultural Information Management System (AIMS);Facilitate, engage and provide inputs to Project Implementing Partners and relevant Commodity Projects Allocation Committees (CPACs) in the delivery and implementation of projects; Management of Human Resources and Finances; The following will serve as advantageous: Agricultural production economics and agricultural production; Compilation of enterprise budgets; Compilation and interpretation of financial statements and cash flow projections of agricultural enterprises; Farm level application of agricultural economic principles; Financial and production record keeping; Compilation of viable business plans for agricultural enterprises; Ability to assess economic viability of agricultural enterprises.

ENQUIRIES : Ms Rose Horne Tel No: (022) 433 8903

POST 04/223 : **ASSISTANT DIRECTOR: BID AND CONTRACT MANAGEMENT REF NO: AGR 03/2025 R1**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09).
: Department of Agriculture, Western Cape Government
: An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory level experience in Supply Chain Management, Public Management, Contract Management or related fields. Competencies: Working knowledge of the following: Public Sector Supply Chain Management, application of procurement regulations and principles, contract management, secretariat functioning; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Legacy system requirements and functioning; Record keeping procedures; Relevant systems (LOGIS); Skills needed: Written and verbal communication; Interpersonal relations; Numeric; Research; Strategic thinking; Organising and planning; Analytical; Office administration; Proven computer literacy.

DUTIES : Manage and report on contracts; Render a secretarial service to the bid committees; Administer the bid process.

ENQUIRIES : Mr M November Tel No: (021) 808-5156

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 02 March 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake

two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 04/224** : **DEPUTY DIRECTOR: PROVINCIAL SKILLS PARTNERSHIP REF NO: DEDAT 01/2026**
- SALARY CENTRE** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Education or Commerce; 3 years middle management experience; 3 years Project Management experience; 5 years experience in skills development or learning and development environment ecosystems. Competencies: Planning and organising; Motivational skills; Policy formulation; Presentation/facilitation skills; Financial management skills; People management skills; Problem solving skills.
- DUTIES** : Develop and implement skills development initiatives in support of workforce development; Develop and influence policy, research and economic intelligence in respect of skills development; Improve post-schooling and academic environment; People Management; Financial Management.
- ENQUIRIES** : Ms M Parker Tel No: (021) 483 9429

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/225** : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): SPATIAL PLANNING REF NO: EADP 02/2026**
- SALARY** : Grade A: R761 157 - R816 852 per annum, (OSD as prescribed)
Grade B: R866 304 - R924 198 per annum, (OSD as prescribed)
Grade C: R976 019 - R1 144 008 per annum, (OSD as prescribed)

<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate B-Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification experience in town and regional planning or spatial planning and land use management or development planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Spatial planning and/or land use management legal and/or operational compliance; Spatial planning and/or land use management systems, principles, processes and best practices; Proficiency in GIS recommended; Proficiency in computer-aided applications related to spatial planning recommended; Proficiency in project management; Ability to: Problem solve; Make decisions; Be creative; Self-manage; Be citizen centric; Customer focused and responsive; Ability to plan, organise and execute; Skills needed: communication skills (including listening skills; Computer literacy; Writing skills; Presentation skills; Willingness to accept responsibility; Experience in the development of Municipal, Regional and Provincial Spatial Development Frameworks, as well as Capital Expenditure Frameworks; Ability to undertake research and development; Strong analytical and systems thinking capability.
<u>DUTIES</u>	:	Provision of spatial planning advisory and support services to municipal planning, including support to Municipal Spatial Development Frameworks, Capital Expenditure Frameworks, and alignment with sector plans. Provision of spatial planning advisory and support services to provincial and regional planning, including contribution to regional planning frameworks, sector planning alignment and WCSDF-related processes. Support to the Chief Directorate in executing its functional mandate, including participation in transversal structures, intergovernmental forums, and planning, budgeting and oversight processes. Innovation and leadership initiatives, including contribution to the development of practice notes, guidelines, support tools, and project-based spatial planning initiatives.
<u>ENQUIRIES</u>	:	A Rhodes Tel No: (021) 483 0764
<u>POST 04/226</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: PLANNING AND POLICY COORDINATION (PART TIME 3/8th) REF NO: EADP 01/2026</u> (Contract Position For 6 Months)
<u>SALARY</u>	:	Grade A: R612 480 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Environmental Affairs and Development Planning, Western Cape Government.
<u>REQUIREMENTS</u>	:	An appropriate 4-year B-Degree/Honours (equivalent or higher qualification) in natural or physical sciences or environmental sciences; A minimum of 6 years post qualification experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply Competencies: Knowledge and experience in the following: Development planning and environmental legislation; Integrated planning processes; Law reform and the formulation of policy; Government administrative processes and procedures; Project management. Skills needed Communication skills (verbal and written); Policy formulation and drafting; Planning, organising and report writing; Professional and meticulous; Computer Literacy; Time management – must be able to meet strict deadlines; Must have the ability to work well within a team, to work under pressure and to work independently; Additional studies in environmental management; Experience in legislation development; Policy research and analysis.
<u>DUTIES</u>	:	Facilitate the development of environmental planning and environmental impact assessment instruments; Facilitate the Department's participation in intergovernmental forums relevant to environmental and integrated planning, as well as policy and law reform; Contribute to the departmental responses to national and provincial draft legislation and policies, including legislative and policy reform.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 483 3722

DEPARTMENT OF HEALTH AND WELLNESS

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

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the Post 03/176: Clinical Programme Coordinator Grade 1 (Mental Health/Chronic/Rehab/Infectious) Overberg District, Salary R549 192 per annum. Centre: Overberg District Office, advertised in the Public Service Vacancy 01 dated 30 January 2026, with Ref No: Post 03/176 has been cancelled.

OTHER POSTS

POST 04/227 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : 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 Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

DUTIES : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

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. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/228 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (X3 POSTS)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Radiology. **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 Radiology. **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 Radiology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent team player. Good clinical expertise in general radiology with a subspecialty interest that can be developed. Good record of clinical governance, research, teaching, and training at undergraduate and postgraduate levels in Diagnostic Radiology. Excellent managerial, interpersonal, leadership, administrative, communication, analytical, and problem-solving skills. Ability to supervise training and mentorship of registrars and junior radiologists.

DUTIES : Provide supervision of clinical service delivery within the Radiology Division to ensure excellent clinical services of diagnosis, investigations, and treatment in inpatient, outpatient and emergency contexts. Take overall responsibility for the comprehensive Diagnostic Imaging Radiology service at Groote Schuur and New Somerset Hospital, reporting to the Head of Department. Responsible for a strong academic program within the wider Radiology teaching program, including relevant research and continuing medical education for staff. Liaise and collaborate with all surgical and medical disciplines to support the delivery of best practices for patient care. Responsible for corporate governance and management activities, ensuring quality outputs and optimal use of resources. Communications skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Coordinate and manage afterhours support for Diagnostic Radiology services. Coordinate and participate in outreach programs to the facility's drainage area.

ENQUIRIES APPLICATIONS : Prof S Moosa Tel No: (021) 404-4184
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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 04/229** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)**
(12 Month Contract)
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 Anaesthesiology. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): The position may allow for exposure to a structured fellowship in Quality Improvement or Paediatric Anaesthesia or Neuroanaesthesia or Cardiac Anaesthesia. Research experience. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Strong educational or teaching experience background in both the under and post-graduate domains. Strong moral and ethical record in anaesthetic practice. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Computer literacy, good communication, analytic and problem-solving skills. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine.
- DUTIES** : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to Registrars and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain departmental team spirit and development.
- ENQUIRIES APPLICATIONS** : Ms C Wyngaard Tel No: (021) 404-5004
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 February 2026, 17:00 PM
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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 04/230** : **REGISTRAR (MEDICAL) (SURGERY: GENERAL)**
(5-Year Contract Post)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference presentation). Post community service experience in General Surgery.
- DUTIES** : Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
- ENQUIRIES** : Prof L Cairncross Tel No: (021) 406 6229 or email: melissa.mohamed@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 February 2026, 17:00 PM
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>POST 04/231</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3: PSYCHIATRY</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: 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: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required. Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good communication skills.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES</u>	:	Dr I Lewis Tel No: (021) 404-5381 or email: ian.lewis@uct.ac.za / Dr J Jordaan, email: jeannere.jordaan@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated

POST 04/232 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R872 709 per annum
Grade 2: R1 014 705 per annum
Grade 3: R1 174 848 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Central Karoo District Office
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as Psychologist 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 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist 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 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-district/ district to consult clients, attend and conduct meetings and training sessions. Willingness to work after hours, when required. Competencies (knowledge/skills): Appropriate knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good communication skills (verbal and written). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings.

DUTIES : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams.

ENQUIRIES APPLICATIONS : Ms J Nel Tel No: (023) 414-3590
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions,

inherent requirements, and salary level are the same as those of the advertised post.

- POST 04/233** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : R693 096 per annum, (Plus non-pensionable rural allowance of 8% of your annual basic salary)
- CENTRE** : Calitzdorp Clinic, Kannaland Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): In-depth knowledge and application of Ideal Clinic and National Core Standards/Office of Health Standard Compliance. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills (verbal and written). Computer literacy (MS Word and Excel, PowerPoint and emails.)
- DUTIES** : Leadership and Management: Values Alignment, Team Functioning, Governance. Integration of Services – COPC, HIV/AIDS/STI/TB, Maternal, Child and Women's health and nutrition, disease prevention and control. Strategy and support, Professional support, Monitoring and evaluation, Operational Planning. People management. Management of staff and supervisory functions, people relationships, APL, skills development and people strategy. Finance, supply chain and physical resources management. Quality Assurance, Compliments and Complaints, Patient Safety Incidents, Occupational Health and Safety, Risk assessment, Patient Experience of care, Staff Satisfaction Survey, waiting time survey, Ideal Clinic, Office of Health standard compliance, Quality Improvement Plans, Infection Prevention and Control.
- ENQUIRIES** : Ms S Labuschagne Tel No: (028) 551 -1010
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 February 2026, 17:00 PM
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a practical/ oral assessment.

- POST 04/234** : **OPERATIONAL MANAGER: NURSING (SPECIALTY) - EMERGENCY CENTRE**
Chief Directorate: Metro Health Services

- SALARY** : R693 096 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse Midwife / Accoucheur. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse

with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirement of the job: Valid Driver's Licence. Will be required to work shifts (day and night), public holidays, after-hours and weekends. Relief the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): Appropriate / recognisable experience in a hospital Emergency Centre. Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Good organisational, communication (verbal and written), interpersonal, leadership, problem-solving and decision-making, conflict resolution and labour relations skills. Knowledge and insight of relevant legislation related to health care, nursing education and practice within the public sector. Exposure to ward operational management.

DUTIES : Coordinate and supervise the provision of optimal, holistic nursing care in the Emergency Centre, within set standards and within a professional and legal framework. Effective and efficient management of human, financial and physical resources. Initiate, co-ordinate, implement and participate in training, development and research within the Emergency Centre and the Nursing Component. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/235 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT)**
 Chief Directorate: Metro Health Services

SALARY : R549 192 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols.

DUTIES : Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilization of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Participate in nursing research. Provide effective support, to nursing management and other stakeholders. Supervision of staff members, provide guidance and mentorship. Performance management monitoring (PERMIS). Encourage training and personal development of employees.

ENQUIRIES : Ms M Dubru-Shunmugam Tel No: (021) 799-1125 or email: Mary.Dubru@westerncape.gov.za

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

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals 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 04/236 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 FBS, CBS & HAST (COMPREHENSIVE HEALTH)**
Overberg District

SALARY : Grade 1: R549 192 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. Performance of adhoc duties which may include rendering support at facility level. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relations, exceptional leadership and conflict resolution skills. Knowledge of all relevant public service regulations and policies. Understanding the District Health System. Experience in Primary health care and statistical data. Understanding public/private partnerships. Good psychosocial, health assessment, planning, organizational and training skills. Appropriate knowledge of mental health, rehab, eyecare, infectious and HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases).

DUTIES : Ensure implementation, coordination, governance, monitoring and evaluation of the District Chronic, rehab, eyecare, mental and HAST health services and strategies. Support the implementation of Mental health, rehab, eye care, chronic health, infectious and HIV/AIDS/STI/TB services, establish linkages with integrated management of conditions and life stages. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Involved in training/capacity building programmes to develop skills and roll out training to support implementation and provision of services related to chronic, rehab, eyecare, mental, infections and HAST. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.

ENQUIRIES : Ms P Robertson Tel No: (028) 214-5800
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency assessment. The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/237 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)**
Garden Route District

SALARY : Grade 1: R491 256 per annum

Grade 2: R575 250 per annum
Grade 3: R676 716 per annum
(Plus non pensionable rural allowance of 12% of your annual basic salary).

**CENTRE
REQUIREMENTS**

: Oudtshoorn Hospital, Oudtshoorn & Kannaland Sub-district
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanour, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

DUTIES

: Use a variety of ultrasound equipment and perform a broad range of procedures, including abdominal, pelvic, obstetric, gynaecological, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centred care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. -Actively participate as a member of the health service institution. Perform clinical audits in the department, attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality. Report effectively, identify normal and abnormal imaging results.

**ENQUIRIES
APPLICATIONS**

: Dr E Heydenrych Tel No: (044) 203-7204
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

**CLOSING DATE
NOTE**

: 20 February 2026, 17:00 PM
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written practical test and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/238 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
(Plus non pensionable rural allowance of 8% of your annual basic salary).

CENTRE REQUIREMENTS : Haarlem CC, George Sub-district
Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care (R 48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable 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 after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills in verbal and written). Problem solving, report writing, liaison, and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

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

ENQUIRIES APPLICATIONS : Ms MJF Marthinus Tel No: (044) 814 - 1100
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE NOTE : 20 February 2026, 17:00 PM
No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/239 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE REQUIREMENTS : Knysna/Bitou Sub-district (HIV /AIDS)
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Post-Basic nursing qualification with duration of at least one-year, in Curative Skills in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience:

Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to operate mobile clinic vehicle. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

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

ENQUIRIES : Ms PM Peters Tel No: (044) 302-8400

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/240 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY AND NEONATOLOGY) (X3 POSTS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R 476 367 per annum

Grade 2: R 583 989 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Gynaecology and Neonatology Paediatric department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Gynaecology and Neonatology Paediatric Department.

- DUTIES** : To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES** : Ms C Potts Tel No: (044) 802-4553
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 February 2026, 17:00 PM
- NOTE** : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 04/241** : **PROFESSIONAL NURSE: SPECIALTY GRADE 1 TO 2: (CLINICAL EDUCATION AND TRAINING UNIT)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South Africa Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife / Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to assist accredited Higher Education Institutions with external practical examination of students as required. Willingness to work overtime and relief colleagues when the need requires i.e. After hour hospital cover Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Exposure in Nursing Education and Training in a Clinical setting, knowledge of relevant legislation, policy related to Nursing legislation, policies related to Nursing Education and Training in order to evaluate standards and practices. Ability to promote quality patient care through the setting, implementation and monitoring of standards, ability to function independently as well as part of a multi-disciplinary team in a pressured environment. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Basic Computer Literacy (MS Office and Outlook) with good communication (verbal and written) and good interpersonal skills. Exposure to ward management. Appropriate/recognisable experience in a hospital Emergency Centre.
- DUTIES** : Provision of optimal, holistic specialized nursing education and training within set standards and within a professional/legal framework. Participate in the co-ordination of student education and training and ensure that they achieve and maintain appropriate levels of competence in nursing practice. Effective

		utilization of resources. Provision of Support to Nursing Services Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms E Linden-Mars Tel No: (021) 918-1224
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for vacancies within (the Chief Directorate: Metro Health Services), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 04/242</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health and Wellness, Western Cape. Skills to plan, organise and coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms C Korthom Tel No: (044) 802-4644
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the

necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Child Nursing Science. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.

POST 04/243 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (EMPLOYEE RELATIONS)**
Garden Route District

SALARY : R468 459 per annum
CENTRE : Garden Route District Office, George
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations in the Public Sector. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel vast distances. Competencies (knowledge/skills): Strong interpersonal and good time management planning skills. Ability to think analytically and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in essential services. Computer literacy (MS Word, Excel, MS Outlook, MS Teams and PowerPoint. Good communication skills (verbal and written).

DUTIES : Support and advice to all staff and supervisors with regards to employee relations in the Garden Route and Central Karoo Districts. Effective management of all disciplinary matters and disputes. Monitor and maintain collective bargaining structures. Provide training with regards to employee relations for all employees. Provide advice, guidance, and support to supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.

ENQUIRIES : Mr R Joubert Tel No: (044) 803-2700
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Suitable candidates may be subjected to a competency assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/244 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade**

3: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Understanding of evidence-based practice and knowledge of PSR model. Good communication, organizational and planning abilities. Computer literacy.

DUTIES : Clinical Occupational Therapy Services. Paediatric, Neurodevelopmental and Family-Centered Care. Wheelchair Seating, Positioning and Pressure Care. Mental Health and Psychosocial Rehabilitation. Multidisciplinary Teamwork and Outreach.

ENQUIRIES : Dr W Viljoen Tel No: (021) 850-4705

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

POST 04/245 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum

CENTRE : Helderberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Support Services environment. Appropriate supervisory experience. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to draft and implement standard operating procedures. Ability to draft service level agreements and contracts. Extensive knowledge in project management. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Knowledge of LOGIS and SCM procedures. Computer skills (MS Office, Excel and Word). Working knowledge of support services management or facilities management.

DUTIES : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Laundry, Porters & Mortuary, Security, Switchboard, Cleaning, Waste Management). Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.

ENQUIRIES : Mr DW Brecht Tel No: (021) 850-4750

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Senior Administrative Officer: Support Services posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

POST 04/246 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**
Directorate: Engineering and Technical Support Services

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town (Based at Bellville)
REQUIREMENTS : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory and management experience in Infrastructure Supply Chain Management, efficient bid administration, procurement and compliance management. Competencies (knowledge/skills): Extensive knowledge of and practical experience in SCM procurement systems such as CIDB and ePS. Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of Infrastructure Bids and contract management process. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting Officer systems and Delegations related to Infrastructure procurement.

DUTIES : Effective and efficient management of the Procurement in a maintenance environment. Knowledge of various contract forms used for Infrastructure procurement. Perform the duties as an Approver on ePS. Manage an effective and efficient Acquisition process. Management of non-supplier performance. Manage an effective and efficient Procurement document and Evaluation processes. Manage subordinates within the Procurement component. Ensure accurate and timeous reporting of information to Head Office and other stakeholders. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and Staff performance management.

ENQUIRIES : Mr J Jooste, email: johann.jooste@westerncape.gov.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates might be subjected to a practical test.

POST 04/247 : **SYSTEM CONTROLLER**
Directorate: Knowledge Management

SALARY : R397 116 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Information Technology, Computer Science, Health Informatics, or a related field. Experience: Appropriate experience in system administration, database management, and user support. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel and stay overnight when required. Competencies (knowledge/skills): Proven experience in system administration, database management, or health information systems. Experience with relational databases, ETL processes, and system integration and advanced proficiency in Microsoft applications. Strong analytical, problem-solving, and lateral thinking skills. Good communication, training, presentation and negotiation skills. Ability to work collaboratively and coach junior staff.

DUTIES : System Maintenance & Monitoring: Ensure the Sinjani and webDHIS systems operate smoothly through daily maintenance, technical support, and database management. System Development & Enhancement: Assist with the development, testing, and deployment of new and existing modules, documenting requirements and communicating changes to stakeholders. Audit Compliance: Support audit processes by maintaining audit trails, conducting user and facility audits, and implementing action plans to address findings. User & Facility Administration: Set up and maintain user profiles and facility

details, provide end-user support, and coach junior staff. Data Management: Align and manage data between source systems (Sinjani, webDHIS, HealthBI, PHDC, MHFL, NDD), ensuring accurate and timely data imports/exports. Training & Support: Develop and update training modules and manuals and deliver training to system users. Reporting & Communication: Prepare and submit required reports, communicate system changes and achievements, and escalate unresolved issues as needed.

ENQUIRIES : Mr H Hlangeni Tel No: (021) 483-6337
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post.

POST 04/248 : **PEST CONTROL SUPERVISOR (ENVIRONMENTAL HYGIENE SERVICE)**

SALARY : R325 101 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) National Certificate in Pest Control. Experience: Appropriate experience in an Industrial Pest Control Environment, Housekeeping, Contract Management, and personnel/office management. Inherent requirement of the job: Willing to perform standby duties and work irregular hours. Registration with the Department of Agriculture. Competencies (knowledge/skills): Sound knowledge and understanding of Pest Control protocols and application of pesticide. Excellent report writing skills and the ability to motivate and train staff. Excellent computer skills (MS Word, Excel and PowerPoint). Good communication skills (verbal and written).

DUTIES : To deliver a high quality of pest control service within allotted time frames. To Implement effective preventive pest control measures throughout the entire estate. To maintain strong stakeholder engagement regarding pest control to ensure a safe and hygienic environment for patients. Manage and oversee Environmental Hygiene Services and Contract Management i.e. cleaning, Waste management and any other ad-hoc contract services. Effective and efficient Human Resource Management e.g. recruitment and selection process, performance management system, leave management, disciplinary procedures, grievance procedures, project management, training and development of staff.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/249 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FEMALE/CHILD WARD)**
 Garden Route District

SALARY : Grade 1: R324 384 per annum
 Grade 2: R396 132 per annum
 Grade 3: R476 367 per annum

CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays, night shifts and overtime. Willingness to rotate to

other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Self-discipline and motivation. The ability to function independently under pressure. Knowledge of Nursing Practice, Infection Prevention Control, control measures, and practices. Basic computer skill in MS Word. Excellent communication skills (both written and verbal).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms EM Van Rooyen Tel No: (044) 302 - 8400

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/250 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Plus non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE REQUIREMENTS : HIV AIDS Oudtshoorn Sub-district (Stationed at Bongoletu Clinic)
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms CW Lucas Tel No: (044) 274 - 0929

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/251 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE : Knysna CDC, Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environments, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Ability to work as part of a team or independently. -Ability to work under pressure. Knowledge of Good Pharmacy Practice. Meticulous and attention to detail. Good interpersonal and communication skills. Computer literacy in the Microsoft Office Package.

DUTIES : Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU(Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the Knysna/Bitou Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES : Ms G Turner Tel No: (044) 302 - 8498
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

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 to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/252 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT: PAYROLL AND SERVICE BENEFITS)**

SALARY : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines Knowledge of the People Management prescripts in the Public Service.

DUTIES : Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies. File personnel data, policies, regulations and circulars. Handle all personnel enquiries and correspondence (written and verbal). Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management.

ENQUIRIES : Ms W Salie Tel No: (021) 404-2374
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/253 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
 Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Asset Management. Appropriate experience and knowledge in LOGIS. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Outlook) Sound knowledge of PFMA, National and Provincial Treasury Instructions, and Legislation pertaining to asset management. Ability to lift and move heavy equipment. Good communication skills.

DUTIES : Effective maintenance of assets and systems and of the asset register. Controlling movement of assets and disposal of assets. Receiving and issuing of Gifts and Donations Perform asset verification duties Physical lifting and moving of Assets Assist with the compilation of the Annual Financial Statements. Follow up all outstanding transactions. ICN and Item Record Maintenance.

ENQUIRIES : Mr C Gertse Tel No: (021) 937-3190
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro

Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/254 : **ADMINISTRATION CLERK: SUPPORT (MEDICAL SUPPORT)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12 or equivalent qualification. Experience: Appropriate experience in office practice and/or administration. Appropriate experience in Logis and/or Clinicom. Competencies (knowledge/skills): Advanced computer proficiency in Word, Excell, Access and PowerPoint. Knowledge of Hospital and/or Community Health Centres.

DUTIES : Provide secretarial and administrative support to the departments of Social Work, Clinical Psychology, Occupational Therapy and Pharmacy. Responsible for assisting with organizing small events hosted by these departments. Maintenance of the attendance registers and outreach statistics. Handling of all correspondence for the health professional support office. Responsible for the returning of files to the Outpatient Department daily. Responsible for handling all administrative tasks related to these departments, including tasks related to supply chain management, HR processes and asset management. Serves as liaison officer between Finance and HR for these departments.

ENQUIRIES : Ms M Hendricks Tel No: (021) 940-4451
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/255 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience. Inherent requirements of the job: Prepared to work overtime when required. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Ability to work in a team as well as independently. Ability to work under pressure.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e., PILIR, RWOPS, appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters.

ENQUIRIES : Ms EL Loots Tel No: (021) 850-4771
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

<u>POST 04/256</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (OUTPATIENT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willing to work shifts, day and night duty, overtime, public holidays and weekends. Willingness to assist and rotate through the hospital as needed. Competencies (knowledge/skills): Ability to function as part of a team. Good human relations. The ability to render nursing care of an acceptable and safe standard.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE NOTE</u>	:	20 February 2026, 17:00 PM No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the department, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 04/257</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Witzenberg Sub-district (Stationed at Ceres Hospital) (X1 Post) Ceres CDC (X1 Post) Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Qualification that allows registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, including night duty, weekends, and public holidays. Must be prepared to rotate and work in all departments in the Hospital. Be prepared to assist in another department other than where you are placed, according to operational requirements. Competencies (knowledge/skills): Good communication, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Maintain ethical standards, professional growth, and self-development. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr G Vermeulen Tel No: (023) 316-9600
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Witzenberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 04/258 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Rural Health Services

SALARY : R193 359 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Appropriate supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Understanding of hospital waste management, linen management, catering and time management.

DUTIES : Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment to provide a safe environment to prevent safety hazards. Support nursing personnel with non-nursing functions. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Supervision, co-ordination, control and inspection of the duties of the household aids. Provide food and drink to patients.

ENQUIRIES : Ms B Pieterse Tel No: (044) 802-4599
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/259 : **LINEN SUPERVISOR**
Garden Route District

SALARY : R193 359 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a Linen Store. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work weekends, public holidays and overtime. Competencies (knowledge/skills): Ability to work under pressure, perform physically demanding tasks and to handle heavy objects. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills and sewing skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Computer literacy (MS Word and Excel). Effective cleaning and packing abilities.

DUTIES : Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen

services. Effective and efficient management of all linen records, data, and information and ensure communication regarding operational aspects. Perform pre-condemning of linen and report irregularities to your supervisor. Responsible for all HR related functions and general administrations tasks in the linen bank.

ENQUIRIES APPLICATIONS : Ms R Quine Tel No: (044) 302 - 8445
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/260 : **NURSING ASSISTANT GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows you registration with South African Nursing Council (SANC) as 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 experience in nursing after registration at SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Willingness to work nightshift, shifts, weekends and public holidays. Relieve in all areas. Competencies (knowledge/skills): Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good communication skills (written and verbal).

DUTIES : Assist patients with activities of daily living (physical care) Provide quality and holistic clinical nursing care and ensure scientific recordkeeping. Management of physical resources and maintain ethical standards and self-development. Infection prevention and Control and Occupational health.

ENQUIRIES APPLICATIONS : Ms L Kapot Tel No: (028) 313-1166
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE :

No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Overberg District, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/261 : **NURSING ASSISTANT GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the 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/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Willingness to rotate to other departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.

DUTIES : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Mr G Vermeulen Tel No: (023) 316-9600

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Ceres Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 04/262 : **NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : West Coast TB Centre (Sonstraal Hospital, Paarl)

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years' appropriate/ recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Must be prepared to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work under pressure. Willingness to rotate between Wards according to Operational needs. Competencies (knowledge/skills): Ability to function / make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. Ability to accept accountability and responsibility.

DUTIES : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815 8340

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

CLOSING DATE : 20 February 2026, 17:00 PM

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the West Coast TB Complex Sub-District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 04/263 : **HOUSEHOLD AID**
West Coast District

SALARY : R138 486 per annum
CENTRE : West Coast TB Centre (Sonstraal Hospital, Paarl)
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate / recognisable experience in cleaning, linen management and handling of food. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Incumbent must have the ability to mix cleaning fluids, count and calculate linen supply. Read diet lists. Good planning, organizational and interpersonal skills.

DUTIES : Renders effective, efficient and safe hygiene in wards. Serving of meals and refreshment. Handling and removal of waste. Support to Supervisor. Effective utilization of resources.

ENQUIRIES : Ms N Liebenberg Tel No: (021) 815-8340
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post.

POST 04/264 : **CLEANER (X2 POSTS)**
Garden Route District

SALARY : R138 486 per annum
CENTRE : De Rust Clinic (X1 Post)
Bridgton CDC (X1 Post) Oudtshoorn Sub-district

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Must be physically able to lift heavy objects and stay on your feet for long hours. Willingness to rotate between clinics in the Sub-district according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Ability to do physical tasks and operate heavy duty cleaning equipment. Ability to work under pressure and perform physically demanding tasks.

DUTIES : Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective waste management. Adhere to the ethics and code of conduct.

ENQUIRIES : Ms NC Jackson Tel No: (044) 203 - 7205
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 February 2026, 17:00 PM
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

<u>POST 04/265</u>	:	<u>SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (20 SESSIONS)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with the Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. 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 Anaesthesiology. 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 Anaesthesiology. Competencies (knowledge/skills): Ability to function well in a team environment and a team player, with good inter-personal skills. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. MMed in Anaesthesia. Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Research experience. Strong educational or teaching experience background in both the under and post-graduate domains. Strong moral and ethical record in anaesthetic practice. Willingness to participate in the CMSA exams.
<u>DUTIES</u>	:	The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department. Outreach and support to referring institutions. Fellowship opportunity in cardiac or neuro anaesthesia. Manage and provide leadership to Registrars and contribute significantly to the administrative duties of the combined department including, assessments and performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Wyngaard Tel No: (021) 404-5004 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 February 2026, 17:00 PM
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Please ensure that you attach an updated CV. 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)

DEPARTMENT OF INFRASTRUCTURE

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/266** : **DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT INFORMATION REF NO: DOI 90/2025 R1**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of Infrastructure, Western Cape Government
: An appropriate 3 year B-Degree (equivalent or higher qualification) in Information and Communications Technology (ICT) – related or similar; A minimum of 3 years management experience. Competencies: Knowledge of the following: Appropriate data and information management; Immovable Asset Management or a similar corporate department/business unit, Public Sector; GIAMA, PSA, POPIA, PAIA, PWDG; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, Management of people and resources; Project management; Relationship management. Skills needed: Written and verbal communication; Computer Literacy; Applied strategic thinking; Problem analysis; Technical proficiency in data analysis, data architecture and data visualisation; Problem solving and decision making; Citizen focus and responsiveness; Planning and organising; Team Leadership.
- DUTIES** : Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Produce reports, enhance service delivery, support transparency and support integration/collaboration across departments government spheres; Manage the performance of assigned personnel to achieve (agreed) key results areas (KRA's) that derive from the Sub-Directorates Work Plan / Project plans; Manage all projects allocated to the sub-directorate; Ensure compliance with all relevant legislative statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Communicate the Batho Pele concept to employees; Obtain support and commitment to apply the underlying principles in their day to day work operations; Identify weaknesses and gaps in service delivery and develop and implement opportunities to improve service delivery; Management the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently; Experience in managing an information management project and/or Business unit.
- ENQUIRIES** : Ms A Ferreira Tel No: (021) 483 9705

POST 04/267 : **CONSTRUCTION PROJECT MANAGER: METRO EDUCATION REGIONS**
REF NO: DOI 11/2026

SALARY : R879 342 per annum, (all-inclusive salary package), (Salary will be determined based on post registration experience as per OSD prescripts).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment.; A valid driving licence. Competencies: Knowledge of the following: Manage and co-ordinate all aspects of projects; Project accounting and financial management; Office administration; Research and development; Legal compliance; Programme and project management; Project principles and methodologies; Skills in the following: Computer-aided engineering applications; Technical report writing; Creating high performance culture; Technical consulting; Professional Judgment; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

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

ENQUIRIES : Ms T Potgieter Tel No: (021) 483-4881

POST 04/268 : **CANDIDATE ENGINEER: CANDIDATE PROGRAMME AND**
PROFESSIONAL DEVELOPMENT REF NO: DOI 10/2026
(12 Month Contract)

SALARY : R761 157 per annum, (OSD as prescribed), (all-inclusive salary package)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Engineering Degree (B Eng/BSC(Eng)) or relevant qualification in Civil Engineering; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid driving licence. Competencies: Technical: Project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking Generic: Decision making; Team work; Analytical skills; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; Problem solving and analysis.

DUTIES : Design new systems to solve practical engineering problems(challenges) and improve efficiency and safety: Planning, designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Training and development of technicians and technologists; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the

facilitation of resource utilization; Adhere to regulations and procedures for Supply Chain Management (SCM) and HR administration; Report on service delivery; Research and development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

- ENQUIRIES** : Mr X Smuts at Xander.Smuts@westerncape.gov.za
- POST 04/269** : **QUANTITY SURVEYOR (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: DOI 04/2026**
- SALARY** : Grade A: R761 157 - R816 852 per annum, (Salary will be determined based on post registration experience as per the OSD prescript).
- CENTRE** : Department of Infrastructure, Western Cape Government.
- REQUIREMENTS** : An appropriate Bachelor's Degree in Quantity Surveying or relevant qualification; A minimum of 3 years appropriate post qualification Professional Quantity Surveying experience; Compulsory registration with the SACQSP as a Professional Quantity Surveyor; A valid driving license. Competencies: Knowledge of the following: Quantity Surveying processes and skills, cost control, cost management; Construction documentation and administration of NEC and JBCC contracts; Microsoft Office suite with proven computer literacy Programme and project management principles; Quantity Surveying legal and operational compliance; Quantity Surveying operational communication; Financial management principles; Computer-aided measuring and costing applications; Technical consulting; Professional judgment; Problem solving, analysis and decision making; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management. Skills in the following: Communication, organising and teamwork; Verbal and written communication; Ability to work under pressure and meet deadlines; Self-motivated.
- DUTIES** : Perform Quantity Surveying activities on state owned and leased buildings, structures, or facilities; Co-ordinate professional teams on all aspects regarding Quantity Surveying services; Ensure adherence to quantity determination standards; Provide Quantity Surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop Quantity Surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development: Mentor, train and develop candidate quantity surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound quantity surveying principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedure for procurement SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development according to council guidelines; Research/literature studies on Quantity Surveying to improve expertise; Liaise with relevant bodies/councils on Quantity Surveying related matters.
- ENQUIRIES** : Lishya Kirpal Tel No: (021) 483 5259.
- POST 04/270** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOI 19/2026**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience within Supply Chain Management/ Finance/Economics environment/ Business analytics and/or data analytics; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer services which include customer needs assessment, meeting quality standards for services and

evaluation of customer satisfaction; Monitoring and evaluation methods, tools and techniques. Skills needed: Verbal and written communication; Problem-solving; Planning and Organising; Managing Interpersonal Conflict; Diversity Management.

DUTIES : Assist in the compilation of the procurement plan aligned to the strategic plan, goals, and budget, compliant with the applicable legislative requirements; Execute the process for reviewing expenditures, setting and approving forecasting assumptions; and for providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items by utilising various tools and technologies to inform future need, trends and forecasting; Develop and implement a strategic sourcing strategy per strategic commodity using statistics, payment data, planning data, tools, templates, forms and generate informative management responses; Manage the data from the available supplier databases and utilize the information to inform reporting and data visualisation; Oversee, coordinate and advise on the process of drafting specification/terms of reference and special conditions of contract are in accordance with legislation and best practices; Ensure compliance with relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of component projects and goals; Manage information by applying tools and technologies to inform decision-making in government operations by utilising technical and data analysis, reporting and project management to inform strategic decisions; Produce reports, enhance service delivery, support transparency, support integration / collaboration across departments government spheres and within the external market, within SCM and Branches; Management of staff, Progressive discipline, SPMS.

ENQUIRIES : Ms P Van Der Merwe Tel No: (021) 483 6915

POST 04/271 : **STATE ACCOUNTANT: MOVABLE ASSET MANAGEMENT REF NO: DOI 01/2026**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience in Accounting/ Auditing/Finance or Supply Chain Management. Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Implement the asset management system, including the establishment and implantation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items; Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949

POST 04/272 : **CHIEF WORKS INSPECTOR (ELECTRICAL): GENERAL INFRASTRUCTURE REF NO: DOI 18/2026**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the electrical environment; or Registration as an

		Engineering Technician; A minimum of 3 years appropriate experience; A valid code B (or higher) driving license. Competencies: Knowledge and experience of the following: Preparation of tender documentation and specifications, Adjudicate tenders, plans and working drawings; Interpretation of Bills of Quantities; Skills needed: Good written and verbal communication; Interpersonal relations; Proven computer literacy (MS Office - Excel and Word); Technical experience of building matters, familiar with contract administration, Occupational Health Safety Act and relevant regulations; Planning and organising; Report writing; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Undertake inspections of buildings and compilation of reports; Conduct facility Condition Assessment (FCA's); Assist with the preparation of budget; Provide estimates of costs for proposed maintenance and minor work projects; Prepare tender documents and specifications; Supervise and exercise quality control on projects; Manage contract administration.
<u>ENQUIRIES</u>	:	Mr MS Abdool Tel No: (021) 483 8762
<u>POST 04/273</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY (BELLVILLE), REF NO: DOI 14/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Department of Infrastructure, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Safety Management or related field; A minimum of 1 year relevant experience; Compulsory registration with SACPCMP as an Occupational Health and Safety Officer; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working knowledge of mechanical workshop environment in light to heavy construction vehicles and machinery; Work activities in a roads sign manufacturing; Occupational Health and Safety Act and regulations (Act 85 of 1993); Routine Road Maintenance activities; Contract Administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act, Environment Conservation Act; Road Ordinance Act; South African Road Traffic Signs Manual; Operation of road maintenance and road construction machinery and equipment; Skills needed: Written and verbal communication; Interpretation of Acts, regulations, specifications and conditions pertaining to Occupational Health and Safety; Proven computer literacy (MSOffice); Problem solving; Conflict management.
<u>DUTIES</u>	:	Ensure compliance with the Occupational Health and Safety Act within the component; Ensure the reduction of the severity or seriousness of possible injuries; Create awareness and ensure health and safety plans are in place; Provide an administrative function with regards to occupational health and safety.
<u>ENQUIRIES</u>	:	Ms H Kleinhans Tel No: (021) 959 7700
<u>POST 04/274</u>	:	<u>PERSONAL ASSISTANT: TECHNICAL SERVICES REF NO: DOI 05/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Department of Infrastructure, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/senior management. Competencies: Knowledge of Project management systems and information management. Skills in the following: Proven computer literacy; Planning and organising; Written and verbal communication; Report writing; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Rendering personal assistant/administrative support services; Ensure and advise on the effective flow of information, documents and communications to and from the office of the senior manager; Draft, collect and compile documents as required; Provide support to the senior manager with the administration of the budget; Process payments and other claims; Collect, analyse and collate information and complete reports; Analyse the relevant Public Service and departmental prescripts, policies, procedures, delegations and other documents; Remain up to date with these to ensure efficient and effective support to the senior manager.

ENQUIRIES : Mr R Monare Tel No: (021) 483 5310

POST 04/275 : **CHIEF SUPPLY CHAIN MANAGEMENT CLERK (PAARL) REF NO: DOI 09/2026**

SALARY CENTRE REQUIREMENTS : R325 101 – R382 959 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience; A valid driving licence (Code B). Competencies: Knowledge of the following: Supply Chain Management or Finance; LOGIS (Logistical Information System), EPS (Electronic Procurement System), BAS (Basic Accounting System) or related systems National and Provincial government rules, regulations and legislation pertaining to supply chain management; Supply Chain Management; Labour relations and Public Service procedures. Skills needed: Proven computer literacy in financial systems; Written and verbal communication skills; Computer literacy - WORD and EXCEL (MS Office); Ability to work under pressure and meet deadlines; Problem solving; Creative thinking; Able to work independently and as part of a Team.

DUTIES : Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for goods and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Maintain all processes and procedures in relation to logistics management including requisition and capturing of goods and services, placing of orders, receiving and distribution of goods, store management and disposal management; Maintain all processes and procedures in relation to inventories management and movable/ immovable assets; Oversee the compilation and maintenance of records; Verify the issuing of equipment and accessories to components and individuals in need; Identify redundant, non-serviceable and obsolete equipment for disposal; Oversee the verification of the asset register; Update and maintain supplier (including contractors) database; Ensure that suppliers are captured and registered on the system; Request and receive quotations; Capture specification on the electronic purchasing system; Ensure that all orders are placed on time; Issue and receive bid documents; Check, place and verify orders for goods; Receive and verify goods from suppliers; Capture and ensure that goods are captured in registers and databases; Receive request for goods from end users; Issue goods to end users; Check and maintain goods registers; Update and ensure the maintenance of the register of suppliers.

ENQUIRIES : Mr CG Harman Tel No: (021) 863 2020

POST 04/276 : **ADMINISTRATIVE OFFICER: OFFICE OF THE HOD REF NO: DOI 12/2026**

SALARY CENTRE REQUIREMENTS : R325 101 – R382 959 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year National Diploma (or higher qualification); A minimum of 1 year experience in a "C-Class" environment (that is with Senior Management Service). Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Procurement of goods and services. Skills needed: Ability to run and maintain a record management system; Do research and analyse documents and situations; Numeracy; Literacy; Computer literacy; Written and verbal communication skills.

DUTIES : Rendering professional administrative support services to the office of the HOD; Supports the manager the manager with the registry services; Provide support to the manager regarding meetings and act as a secretariat as required; Analyse the relevant legislation and policies/prescripts to ensure compliance within the and by the HOD and the office; Be the face of the Head of Department.

ENQUIRIES : Ms M York Tel No: (021) 483 0025

POST 04/277 : **ADMINISTRATIVE OFFICER: HS PROJECT ADMINISTRATION REF NO: DOI 13/2026**

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

<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or similar field; A minimum of 1 year working experience in housing project administration environment or similar; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Understanding of drafting a submission; National Housing Code and Public Finance Management Act; Housing Act, Western Cape Housing Development Act. Skills in the following: Advance Computer Literacy (MS Word, MS Excel, MSOffice and MS PowerPoint); Written and verbal communication skills; Financial management; Interpret and apply policies and procedures; Presentation; Conflict management; Problem solving; Innovative and analytical thinker; Planning and organising; Database administration; Ability to work in a team.
<u>DUTIES</u>	: Compile submissions on behalf of Local Authorities for consideration by the Department for IRDP, PHEP, UISP, SEF and Managed PHP applications. To promote, administer, facilitate and co-ordinate matters regarding project administration to Local Authorities/Developers and Beneficiaries; Attend to normal office duties and manage personnel matters of the component and Deputy Director; Supervise the timeous registration and uploading of all relevant project application documents on PCS and processing of project approval processes. Ensure the update of information of all internal spreadsheets of the BP; Human Resource Management.
<u>ENQUIRIES</u>	: Mr I Ampo Tel No: (021) 483 2389
<u>POST 04/278</u>	: <u>ADMINISTRATIVE OFFICER: OFFICE OF THE CFO REF NO: DOI 15/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 – R382 959 per annum (Level 07) : Department of Infrastructure, Western Cape Government : An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 1year relevant experience. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Basic financial administration; Procurement of goods and services. Skills needed: Ability to run and maintain a record management system; Do research and analyse documents and situations; Numeracy; Literacy; Computer literacy; Written and verbal communication skills.
<u>DUTIES</u>	: Rendering professional administrative support services to the office of the CFO; Supports the manager the manager with the registry services; Provide support to the manager regarding meetings and act as a secretariat as required; Analyse the relevant legislation and policies/prescripts to ensure compliance within the and by the CFO and the office; Be the face of the Head of Department.
<u>ENQUIRIES</u>	: Ms M York Tel No: (021) 483 0025
<u>POST 04/279</u>	: <u>PERSONAL ASSISTANT: ACQUISITION AND CONTRACT MANAGEMENT REF NO: DOI 49/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 – R382 959 per annum (Level 07) : Department of Infrastructure, Western Cape Government : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 year's experience in rendering a support service to management/ senior management. Competencies: Working knowledge of the following: Relevant legislative and regulatory requirements pertaining to Supply Chain Management; Compliance, Supply Chain Management or Governance environment. Skills in the following: Advanced computer skills (word processing and numerical); Verbal and written language skills; Planning and organising; Professional telephone and email etiquette; Assertiveness, tact and discretion; Conflict resolution, problem-solving and decision-making.
<u>DUTIES</u>	: Provide secretarial and receptionist support to the manager by screening calls, addressing inquiries, and maintaining confidentiality, while referring stakeholders to the appropriate officials as needed; Ensure office equipment is functioning properly, manage office supplies and refreshments, safeguard and verify assets, and process invoices on time; Provide operational assistance by performing advanced typing, drafting reports, monitoring submission deadlines, and responding to stakeholder inquiries while collecting and

compiling required information for the manager; Coordinate the senior manager's appointments, manage meeting logistics, record minutes, and track action items, while prioritizing meetings based on urgency and importance; Assist with administrative tasks such as managing leave requests, tracking employee records, coordinating procurement, and preparing documents for signatures and approvals, ensuring accuracy and completeness; Provide financial and budget management support by tracking expenditure, assisting with submissions, monitoring budget discrepancies, and recommending necessary budget adjustments; Ensure efficient document flow and compliance with policies, safeguard records, and compile reports, while ensuring that all information is processed in accordance with relevant legislation and policies and within required deadlines.

ENQUIRIES : Mr E Sawall Tel No: (021) 483 5053

POST 04/280 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (PAARL) REF NO. DOI 53/2025 R1 (X2 POSTS)**

SALARY : Grade A: R243 597 - R270 357 per annum, (Salary will be determined as per OSD prescripts).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC).Competencies: Working knowledge of the following: Maintaining diesel vehicles including earthmoving machines; Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.

DUTIES : Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer aid applications; Perform administrative duties which include complete log forms and timesheets, initiate orders and writing reports.

ENQUIRIES : Mr J Jones Tel No: (021) 863 2020

POST 04/281 : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (BELLVILLE) REF NO: DOI 84/2025 R1 (X4 POSTS)**

SALARY : Grade A: R243 597 - R270 357 per annum, (Salary will be determined as per OSD prescripts).

CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Appropriate Trade Test Certificate (Diesel Mechanic); A valid driving license (Code EC).Competencies: Working knowledge of the following: Maintaining diesel vehicles including earthmoving machines; Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; Skills needed: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.

DUTIES : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr. El-Nico Louw Tel No: (021) 959 7700

POST 04/282 : **MAINTENANCE (CAPE WINELANDS) REF NO: DOI 06/2026**

SALARY : R228 321 - R268 950 per annum (Level 05)
CENTRE REQUIREMENTS : Department of Infrastructure, Western Cape Government
: Grade 10 certificate (equivalent or higher qualification); A minimum of 6 years relevant experience; A valid code EC driving license with a professional driving permit (PDP). Competencies: Knowledge of the following: Safety precautions pertaining to the transporting of abnormal loads; Use, loading and transporting of road construction equipment; Uses of safety equipment; Basic mechanical

maintenance of the Transporter Knowledge of abnormal load permits; Operating minor and large construction machines Operating of construction related machines Planning, Organising and coordination of Transporter activities; Professional driving skills; Good planning and problem solving skills; Communication skills (verbal and written); Computer Literacy (MS Suite) and Report writing skills; Supervisory skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Ability to work in a team; Self-motivated.

DUTIES : Transportation of road construction machinery and equipment with Transporter; Ensure load on Transporter is legally compliant according to the permit and check validity of transport permit; Load and secure road construction equipment; Check Transporter for roadworthiness; Check safety equipment; Complete logs for Transporter; Clean and daily maintenance on Transporter; Test road construction equipment at workshop.

ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020

POST 04/283 : **ADMINISTRATION CLERK: HS SUBSIDY ADMINISTRATION REF NO: DOI 14/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Working experience in an administrative environment; Relevant system (database) related experience; Working knowledge of the Housing Act/Housing Code. Housing Subsidy System; Housing Act; Housing Code; Employment Equity Act; National Databank; Deeds Registry; Population Registry; Database administration. Skills needed: Computer literacy; Problem solving; Numeracy; Organising; Interpersonal relations; Report writing; Communication skills (written and verbal); Ability to interpret and apply policies; Innovative thinking; Self-motivated and a team player.

DUTIES : Timeous and accurate processing of housing subsidy applications: Record all new subsidy application received electronically and manually; Check that applicant adhere to qualifying criteria as well as to allocation policy; Core house inspections; Compile a list of all consolidation application forms received for core house inspection; Rendering an effective liaison service to all role players.

ENQUIRIES : Godfrey.cloete@westerncape.gov.za.

POST 04/284 : **ROAD WORKER SUPERVISOR: CONSTRUCTION AND SPECIALISED MAINTENANCE (REGRAVEL) REF NO: DOI 03/2026 (X2 POSTS IN PAARL)**

SALARY CENTRE REQUIREMENTS : R193 359 - R227 766 per annum (Level 04)
: Department of Infrastructure, Western Cape Government
: Grade 10 (equivalent or higher qualification); A minimum of 3years semi-skilled manual experience; A valid (Code EC) driving licence with professional drivers permit (PDP).Competencies: Good understanding of the following: Proven competency on Construction and Specialised Maintenance Machinery, i.e.: Grader, Excavator, Digger Loader, Tipper Truck, Mechanical Broom, Sit-on Tandem Roller, Water Truck, Frontend Loader; Construction, maintenance and repair of roads maintenance and repair of defects on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Operate various types of Construction Machinery; Support road specialists in the construction, maintenance and repair of roads; Perform manual labour; Undertake general duties to support road specialists with the construction, maintenance and repair and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs and road markings, waterways and structures and related activities; Supervision and utilization of labourers to ensure effective management of subordinates; Perform generic administrative functions pertaining to the post; Civil construction activities; Operating general minor and large construction machines and hand tools; Management and Supervision of staff.

ENQUIRIES : Mr A Koopman Tel No: (021) 863 2020

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 04/285** : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR: CDW MANAGEMENT: REGION B REF NO: LG 03/2026 (X2 POSTS IN WEST COAST)**
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 08)
: Department of Local Government, Western Cape Government
: An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience as community development worker; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Voluntary work to the benefit of the community; Relevant legislation/policies/prescripts and procedures; Applicable policies and service delivery orientation; Cognisant of the regulatory and compliance framework; Dynamics, culture and language of the target community; Government operations and procedures. Skills needed: Communication (Verbal and written); Computer literacy in MS Office; Literacy and numeracy; Presentation; Influencing; Motivation and analysing skills.
- DUTIES** : Develop the local work programme taking into account the National, Provincial and Municipal Programmes Competency; Liaise between Regional Manager, Municipalities as well as Government Departments (Provincial and National); Reporting and information management; Stay abreast on all services rendered by government and the processes and mechanisms to access the services; Supervise community development worker teams; Supervision of staff.
- ENQUIRIES** : Mr M Bell Tel No: (021) 483 3039

WESTERN CAPE MOBILITY DEPARTMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online

application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 04/286 : **DEPUTY DIRECTOR: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: WCMD 01/2026**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience in a People Management and Human Rights or related working environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Business and organisation structure of the Western Cape Mobility Department; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Departmental operational management systems, processes and procedures; Business and organisation structure of the CSC; CSC-service level agreement and CSC service schedules in terms of which the working relationship with the CSC is managed; Corporate governance requirements, with reference to prescribed plans and committees in as far as they relate to the work of the CSC; People Management acts, policies, strategies, frameworks, directives, regulations, collective agreements, codes; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Instructions (promote the departmental objective/goal of gender-responsive budgeting to bring gender mainstreaming to public finances, which eventually results in gender-responsive budgets); Implementation and facilitation of departmental responsibilities related to human rights, focusing on priority groups such as women, persons with disabilities, youth, children, older persons and gender equality; South Africa's National Policy Framework for Woman's Empowerment and Gender Equality; Gender Equality Strategic Framework for the Public Service; WCG Human Rights Mainstreaming Approach Framework; White Paper on the Rights of Persons with Disabilities; DPSA Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service; Experience with the compilation of a Departmental Job Access Strategic Framework (JASF) plan and report; Experience with the compilation of a Departmental Gender Equality Strategic Framework (GESF) plan and report; Experience to obtain and to provide disaggregated data and required information of the priority groups to the DPSA, the CSC and other relevant institutions; experience regarding the compilation of Departmental and DPSA Human Rights Mainstreaming plans, progress reports, etc. applicable to the priority groups such as woman, persons with disabilities, youth, children and older persons. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Managerial; Leadership; Analytical thinking; Strategic Thinking; Policy Implementation (Impact on system); Conflict Resolution; Monitoring, Evaluation and Reporting; Facilitation and Presentation; Problem-solving; Research; Interpretation; Planning; Organising; Decision making; Innovation; Interpersonal; Basic Research; Networking; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Monitor, assess and report to the Head of Department on the service delivery of the Department of the Premier to the Department in terms of the CSC-service level agreement; Coordinate departmental operational service delivery obligations as required by the CSC-service level agreement; Facilitate periodic internal review of the CSC-service level agreement to ensure that the Department's service delivery requirements are met; Oversee the implementation and facilitation of departmental responsibilities related to human rights, focusing on priority groups such as women, persons with disabilities, youth, children, older persons, and gender equality; Plan and

		manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms TL Singh Tel No: (021) 483 5519
<u>POST 04/287</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RIGHTS: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: WCMD 02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 - R467 790 per annum (Level 08)
	:	Western Cape Mobility Department, Western Cape Government
	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 year's experience in a human rights or related working environment; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on human rights, gender equality, disability, youth, and employment equity issues; Employment Equity Act, 1998; Promotion of Equality and Prevention of Unfair Discrimination Act, 2000; Protection of Personal Information Act, 2013; Promotion of Access to Information Act, 2000; Public Finance Management Act (PFMA), 1999, National Treasury Regulations and Provincial Instructions (promote the departmental objective/goal of gender-responsive budgeting to bring gender mainstreaming to public finances, which eventually results in gender-responsive budgets, etc.); South Africa's National Policy Framework for Woman's Empowerment and Gender Equality; Gender Equality Strategic Framework for the Public Service; WCG Human Rights Mainstreaming Approach Framework; White Paper on the Rights of Persons with Disabilities; National Strategic Framework on Reasonable Accommodation for Persons with Disabilities; DPSA Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service; Experience with the compilation and implementation of departmental human rights strategic frameworks departmental action plans, departmental human rights mainstreaming implementation reports; Project management; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Written and Verbal Communication; Planning and Organising; Research, including the ability to analyse and interpret information; Report-writing; Presentation.
<u>DUTIES</u>	:	Facilitate and render support for the integration and mainstreaming of human rights policy principles and requirements applicable to priority groups (Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender) into all departmental strategic frameworks, policies, programs, plans and reports; Facilitate and coordinate the monitoring and evaluation of departmental performance applicable to Woman, Persons with Disabilities, Youth, Children, Older Persons and Gender programmes in the Department; Reporting on human rights issues; Facilitate and coordinate Sexual Harassment issues in the Department; Managerial/ Supervisory functions.
<u>ENQUIRIES</u>	:	Mr J Robberts Tel No: (021) 483 4385.
<u>POST 04/288</u>	:	<u>REGISTRY CLERK: DOCUMENT MANAGEMENT (ATHLONE) REF NO: WCMD 73/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321- R268 950 per annum (Level 05)
	:	Western Cape Mobility Department, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry. Skills needed: Computer; Planning and organising; Good verbal and written Communication; Numeracy; Literacy.
<u>DUTIES</u>	:	Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service both manually and electronically; Operate office machines in relation to the registry function; Process documents for archiving and/or disposal and

rendering a scanning service at the Walk-in-Centre; It will be advantageous to have experience in a registry support working environment.

ENQUIRIES : Mr S Ahmed Tel No: (021) 483 0283

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 02 March 2026

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

OTHER POSTS

POST 04/289 : **DEPUTY DIRECTOR: REGULATORY RISK ADVICE REF NO: POCS 01/2026**
(3-Year Contract Position)

SALARY CENTRE : R1 059 105 per annum (Level 12), (all-inclusive salary package)
: Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : An appropriate 4 year LLB Degree at NQF level 8 (or higher qualification); A minimum of 8 years proven post graduate experience in a legal environment; A valid Code B (or higher) driving license. Competencies: Knowledge of the following: Criminal court procedures; Research principles and procedures; Drafting and publishing legislation and regulations; Legislative and regulatory requirements, policies and standards (South African Constitutional Law and comparative systems, Administrative law, Interpretation of Statutes, Criminal Procedures, Law of Evidence); Public management and administration; Public policy; Stakeholder Management; Relationship Management. Skills in the following: Numeracy; Computer Literacy; Language skills; Writing skills; Project Management; Legal Administration.

DUTIES : Legislative Drafting and Regulatory Compliance: Prepare and review draft regulations, amendments, and legal documentation in collaboration with Legal Services (e.g. Western Cape Community Safety Act); Regulatory and Legislative Advisory Services: Monitor developments in legislation and policy to update the Department on changes impacting regulatory requirements; Provide opinions based on law and court findings: Analyse legal issues and court rulings to develop clear, well-reasoned opinions; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Project Management.

ENQUIRIES : Ms A Dissel Tel No: (021) 483 6548

POST 04/290 : **CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICES REF NO: POCS 01/2025 R1**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities

but have reasonable access to transport may also apply. Competencies: Technical knowledge and understanding of the following: Safety and Security related legislation, standards and regulations; Safety and Security Management; Risk Management processes; Applied strategic thinking; Creative thinking; Problem analysis; Problem solving and decision making; Communication (written and verbal) skills; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Ability to work independently and as part of a team.

- DUTIES** : Influence security governance within the WCG institutions; Support the implementation of ISO aligned security methodologies for people, processes and technology with client departments (conduct safety and security risk assessments and investigation of breaches); To embed a positive security culture within facilities; Advise departments in terms of Occupational Health and Safety Compliance; Contribute towards sound human resource and budget practices.
- ENQUIRIES** : Dr J Magakwe at 073 218 1823

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- CLOSING DATE** : 02 March 2026

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

OTHER POSTS

- POST 04/291** : **ASSISTANT DIRECTOR (FORENSIC CONSULTANT): FORENSIC INVESTIGATIONS REF NO: DOTP 90/2026 (X2 POSTS)**

- SALARY** : R468 459 - R 561 894 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics, BCom IT or Informatics or equivalent qualification; A minimum of 3 year's experience in performing queries and analysis to identify anomalies or inconsistencies within data sets in a forensics or internal audit environment. Competencies: Knowledge of the following: Legislation and regulations applicable to National, Provincial and Local government; Policies and procedures relating to Provincial and Local government; Fact-finding techniques and investigative procedures applicable to forensic audits/investigations; ACL, MS Excel, IBM i2 Analysts Notebook, Intella, or similar forensic IT tools; Writing scripts for queries to identify and detect possible incidents of fraud in data; Collection, analysis and visualization of large datasets to draw appropriate conclusions. Skills needed: Computer literacy in MS Office Package (Word, Excel and PowerPoint); Analysing, problem-solving and fact-finding; Communication (written and verbal); Project management; Ability to work independently and as part of a team; Data analysis abilities; Experience in investigation of fraud, theft and corruption within the public sector; A professional designation relevant to the forensic profession (e.g. Certified Fraud Examiner (CFE) or Certified Forensic Practitioner (CFP)); Experience in data analytics; A valid (Code B or higher)

driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Planning and execution of forensic investigations; Conducting investigation by means of thorough fact finding and evidence retrieval within allocated timeframes; Effective communication and feedback on progress related matters in line with the investigation plan; Project managing multiple investigations at the same time, prioritising each investigation based on priority and quality assurance at all stages of the investigation; Drafting factual forensic reports containing appropriate findings and recommendations and the follow-up of recommendations; Testifying in disciplinary hearings and in criminal trials; Performing fraud prevention and detection functions; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES : Ms P Thaba Tel No: (021) 483 4701

POST 04/292 : **HUMAN RESOURCE DEVELOPMENT CLERK: INTERNSHIPS, BURSARIES AND LEARNERSHIPS REF NO: DOTP 02/2026**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
 : Department of the Premier, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education. Skills needed: Communication (written and verbal); Interpersonal relations; Flexibility; Teamwork; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Planning and organisation; Ability to analyse and conceptualise; Experience in administrative and clerical work in HRD environment; Experience in the Bursary administration environment; Experience in the Internship and Learnership environment.

DUTIES : Render clerical support with the implementation of Youth Development Programmes (e.g. Internships and Learnerships); Render clerical support with the bursary advertisement and awarding process; Render clerical support with bursary contract management, payments and clearance certificate processes; Render clerical support with Recognition of Improved Qualifications (RIQ) applications; Update relevant databases and files and support reporting and document review processes; Render general clerical support services within the component.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456 / Ms B Kirkwood Tel No: (021) 483 2024

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 02 March 2026

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

OTHER POSTS

POST 04/293 : **CHIEF ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 02/2026**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive salary package)
: Provincial Treasury, Western Cape Government.
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting; A minimum of 3 years relevant Accounting and Junior Managerial experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: PFMA – Public Finance Management Act and GRAP – General Recognized Accounting Practice; National Treasury Regulations; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Working experience of project management; Post graduate qualification in accounting. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Accounting, Finance and Audit; Problem solving; Analytical thinking; Strategic thinking; Policy implementation (Impact on system); Policy formulation (Norms & Standards); Conflict resolution; Monitoring, evaluation and reporting writing; Presentation; Problem solving; Research.

DUTIES : Manage the support provided to departments and entities on the application of accounting frameworks; Monitor, evaluate and report on compliance with accounting norms and standards, financial reporting guidelines applicable to provincial departments and entities; Manage the compilation, consolidation and tabling of the Annual Consolidated Financial Statements (ACFS); Facilitate training and development regarding accounting standards and compilation of financial statements; Plan and manage the work of and account for the overall performance of the Sub directorate and People Management; Financial Management.

ENQUIRIES : Ms T Mfamana Tel No: (021) 483 9081

POST 04/294 : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 01/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09).
: Provincial Treasury, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) in Supply Chain Management, financial management, Commerce or Law; A minimum 3 years experience in Supply Chain Management within a Local Government or Strategic Sourcing environment; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Data Analysis; Project Management; Accounting and Finance; People Management; Policy Analysis against legislation; Local Government Supply Chain Management environment; Operational procurement in the public sector using different sourcing methods; Evidence of critical analysis of procurement information; Strong data analytics capabilities; Aptitude for process automation, digitization and innovation; Written and verbal communication skills.

DUTIES : Assess municipal supply chain and asset management policies to determine and monitor compliance with applicable statutory requirements, while assisting municipalities with related opinions and guidance and reporting on related statistics; Design and implement supply chain and asset management training Interventions to develop skills and capacity within municipalities; Participate in, coordinate and facilitate discussion platforms for knowledge and information sharing at relevant forums, focus groups and workshops; Identify, develop and perform strategic procurement initiatives applicable to municipalities in liaison with a range of provincial stakeholders, using various procurement methods; Assess and provide comments to suppliers, complainants and municipalities regarding suppliers grievances and/or appeals against tender processes and the SCM system within municipalities; Perform analysis and participate in budget and governance review processes regarding SCM and AM in municipalities through various provincially integrated municipal engagements;

		Develop, promote and participate in a municipal supplier development programme in liaison with the Department of Economic Development and Tourism.
<u>ENQUIRIES</u>	:	Ms S Roy Tel No: (021) 483 6380
<u>POST 04/295</u>	:	<u>CASH FLOW AND INVESTMENT ANALYST: PROVINCIAL GOVERNMENT</u> <u>CASH MANAGEMENT REF NO: PT 03/2026</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year B-degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in Banking, Finance, Cash Flow or Investments; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Sector Finance; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Directives/Instructions, Division of Revenue Act); Financial management systems and its structures; Basic Accounting System (BAS); PERSAL; LOGIS; Vulindlela; The following skills: Budgeting, Ability to analyse, conceptualise and implement policy, conflict resolution, monitoring, evaluation and reporting, presentation, problem solving, research, project management, financial management, statistical analysis, work standards/attention to detail; Written and verbal communication skills; Proven computer literacy.; Working knowledge of the following: Basic Accounting System (BAS); Public Sector Finance.
<u>DUTIES</u>	:	Cash Flow Management and Administration; Investment Portfolio and Reserve Fund Management; Financial Reporting and Annual Financial Statements; Banking Services and System Administration; Policy Development, Technical Support and Special Projects; Administer cash flow for the Provincial Revenue Fund by ensuring effective cash funding to meet the relevant departments cash flow requirements in line with payment schedule and planning schedules; Administer the investment portfolio by optimising/maximizing capital accumulation and reporting; Administer and offering bank services such as opening accounts, identifying users, ACB accounts, implementing and training on the bank system and advice on banking system for all departments in the Western Cape Province; Verifying financial templates to account for the Provincial Revenue Fund (PRF) and formulas, preparing work papers and assisting with the compilation/consolidation of Annual Financial Statements for auditing by the AG; Verifying and update the BAS system with the relevant information; Reconciliation and clearing interfaces of the BAS system; To provide draft reports (weekly, monthly, quarterly) to management to achieve all performance objectives in accordance with the annual performance plan and personal performance plan.
<u>ENQUIRIES</u>	:	Ms C Du Plooy Tel No: (021) 483 8919
<u>POST 04/296</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PT 04/2026</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Provincial Treasury, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) in financial management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions and other financial policies, prescripts, directives and collective agreements; Public service accounting procedures, processes and systems; Performance management in general. Skills needed: Accounting and Financial management skills; Written and verbal communication; Proven computer literacy; People management.
<u>DUTIES</u>	:	Monitoring and compiling financial reporting, including Interim Financial Statements and Annual Financial Statements; Collection and recording of revenue (banking and cashier functions); Management of the payment of Compensation of Employees (COE), goods and services and transfers and subsidies; Operationalise the debt management function; Conduct required system maintenance (Basic Accounting System) and monitor and perform month/year-end closure on the system in compliance with guidelines; People Management.

ENQUIRIES : Ms T Daniels Tel No: (021) 483-3023

POST 04/297 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE REF NO: PT 11/2025 R1**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year Advanced Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Financial Accounting or Management Accounting; A minimum of 3 years experience in an Accounting or Financial Management environment. Competencies: Knowledge of the following: Budget process and procedures; Implementation of mSCOA in municipalities; Financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial). Skills needed: Written and verbal communication; Report writing; Strategic planning; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide technical assistance and research to municipalities; Facilitate training and other support to municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits; Experience in the following: Budget analysis and co-ordination; Finance department in Public Sector; Financial background specifically in Local Government; Must be willing to travel locally on a regular basis.

ENQUIRIES : Ms Z Hans Tel No: (021) 483 3845

POST 04/298 : **ASSISTANT DIRECTOR: MOVEABLE ASSET MANAGEMENT REF NO: PT 21/2025 R1**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09)
: Provincial Treasury, Western Cape Government
: An appropriate 3 year B-Degree/Advanced Diploma (equivalent qualification or higher) in Financial Management, Accounting or Commerce; A minimum of 3 years experience in asset and inventory management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public sector asset management legislation, policies and procedures; public sector accounting conventions for asset management; Implications of the modified cash basis of accounting on asset management activities and financial disclosure; Classification, recognition and disclosure of assets; Generally recognised accounting practices (GRAP) compliant asset management requirements; Policy analysis and experience in research and utilising different research methodologies; Research and Reporting procedures; Financial, SCM and Project Management; Proven knowledge on public sector asset management legislation, policies and procedures; Experience at monitoring compliance to asset management requirements in the public sector; Drafting policies, guides and standard operating procedures for asset management. Skills needed: Analysing; Planning and Organising; Deciding and Initiating Action; Relating and Networking; Delivering Results and Meeting Customer Expectations; Written and verbal communication.

DUTIES : Policy Development, Governance and Compliance Oversight; Monitoring, Evaluation and Support to Departments and Public Entities or other clients; Financial Management and Reporting; Capacity Development, Knowledge Sharing and Continuous Improvement.

ENQUIRIES : Ms L Cupido at lee-anne.cupido@westerncape.gov.za

POST 04/299 : **MANAGEMENT STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: PT 15/2025 R1**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Provincial Treasury, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/ B-Degree (equivalent or higher qualification); A minimum of 1 year experience in a management accounting working environment. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines, etc. such as Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Division of Revenue Act (DORA), financial delegations and best practice in the Public Sector; Budget administration, process and procedures - Medium Term Expenditure Framework Budget and adjustment budget; Revenue and expenditure control, and management accounting processes. Skills needed: Analytical; Information Technology; Written and verbal communication.
- DUTIES** : Provide assistance with the compilation of the budget; Provide assistance with the monitoring of revenue and expenditure; Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes; Regulatory, policy, governance frameworks and operational advice; It will be advantageous to have the following: Financial background in Public Sector Finance; Working knowledge of budget policies, practices, prescripts/circulars, legislation and guidelines from National/Provincial Treasury.
- ENQUIRIES** : Ms N Lodewyk Tel No: (021) 483 8188

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 March 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 04/300** : **SOCIAL WORK MANAGER: RESIDENTIAL CARE CENTRE MANAGEMENT (DE NOVO) REF NO: DSD 01/2026**
- SALARY** : Grade 1: R970 686 - R1 109 877 per annum, (as prescribed by OSD)
Grade 2: R1 154 706 – R1 360 185 per annum, (as prescribed by OSD)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/ recognisable experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Experience within the NPO CYCC environment. The following skills: Organising and planning; Project planning; Psychosocial intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

- DUTIES** : Provide a Social Welfare service within the Child and Youth Care Sector of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable children within a Child and Youth Care environment individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare research is undertaken. Undertake complex social welfare research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher-level administrative functions.
- ENQUIRIES** : Ms L Goosen Tel No: (021) 483 9394
- POST 04/301** : **STATE ACCOUNTANT: BOOKKEEPING REF NO: DSD 02/2026**
- SALARY** : R397 116 - R 467 790 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 1 year experience in a financial accounting environment. Competencies: Proven Knowledge in the following: Legislation, regulatory frameworks and policies; Operational management practices; Procurement and tendering processes; Public service procedures, processes and systems; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; National Treasury Regulations (NTR); Division of Revenue (DORA); Basic Accounting System (BAS); Logistical Information System LOGIS; Compilation of financial statements in terms of the Modified Cash Standards (MCS); Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Accounting, Finance and Audit, communication (written and verbal).
- DUTIES** : Provide effective and efficient expenditure and payment services; Control and supervise the accounting system for transfer payments and subsidies to ensure efficiency and effectiveness; Render effective and efficient Sundry (BAS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Render effective Supplier Logistical Information System (LOGIS) payments; Provide bookkeeping and financial accounting services; Provide salary administration and debt management services; Provide banking and cash management services; Supervisory functions.
- ENQUIRIES** : Ms D Holley Tel No: (021) 483 4276
- POST 04/302** : **SOCIAL WORKER: SOCIAL WORK SERVICES (CERDERBERG) REF NO: DSD 04/2026**
- SALARY** : Grade 1: R325 200 – R382 374 per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers;

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

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Mr S Loliwe Tel No: (022) 713 2272

POST 04/303 : **SOCIAL WORKER: SOCIAL RELIEF REF NO: DSD 06/2026**

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

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

mentor and coach Social Workers Grade 1; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES

: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, group work and Community work). Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES

: Mr L Arnolds Tel No: (021) 483 6657