



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 08 OF 2026
DATE ISSUED 06 MARCH 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF HEALTH:** Kindly note that the following post was advertised in Public Service Vacancy Circular 06 dated 20 February 2026, Medical Specialist Grade 1/2/3: Paediatrics Department (PMB Metropolitan Hospitals Complex) with Ref No: MED 02/2026 is respectively has been withdrawn.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that the Senior Labour Relations position for National Office, Pretoria with Ref No: Q9/2026/24, as advertised in Public Service Vacancy Circular 07 dated 27 February 2026 with a closing date of 13 March 2026 has been withdrawn. Apologies for any inconvenience.

PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS: Kindly note that the following post was advertised in Public Service Circular 07 dated 27 February 2026, The Direction of applications is amended as follows; (1) Audit Committee Member (X5 Posts); Applications: The applications must be submitted to the Head: Department of Economic, Small Business Development, Tourism and Environmental Affairs at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein, 9300 or alternatively they can be e-mailed for the attention Human Resource Management at email: recruitment1@destea.gov.za The closing date is 13 March 2026.

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

- APPLICATIONS** : Applications must be submitted only via the provincial e-recruitment system, which is available on <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System is available 24/7 and Closes at 23: 59 on the closing date. To report technical glitches, for any assistance pertaining the system, send an email with (i) your ID Number, (ii) your profile email address, (iii) details of the issue to: erecruitment@ecagriculture.gov.za. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Do not send any applications to this email address; should you do so, your application will be regarded as lost and will not be considered. Hand-delivered/ eMailed/ Faxed/ Posted applications will not be accepted.
- FOR ATTENTION** : Mr L Stowman
- CLOSING DATE** : 20 March 2026. Applications received after closing date will not be considered. No faxed applications will be accepted.
- NOTE** : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unusable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ecagriculture.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR 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 on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. 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 panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply.

OTHER POSTS

- POST 08/385** : **STATE VETERINARIAN (X8 POSTS)**
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package)
- CENTRE** : **Sarah Baartman** Ref No: DoA01/03/2026 (X2 Posts)
O.R. Tambo District: Ref No: DoA/02/03/2026 (X4 Posts)
KSD (X2 Posts)
Inqquza (X1 Post)

TARDI (X2 Posts)

Alfred Nzo District: Ref No: DoA/03/03/2026 (X2 Posts)

Umzimvub

Matatielle

REQUIREMENTS : An appropriate qualification at NQF level 8 as recognized by SAQA in Veterinary Science (B.VSC OR B.VMSC). Valid proof of registration with the SA Veterinary Council will be required on the interview day. Knowledge of the Animal Diseases Act No. 35 of 1984, Meat Safety Act No. 40 of 2000, Veterinary and Para-Veterinary Professions' Act No. 19 of 1982, Animal Protection Act No. 71 of 1962, Animal Identification Act No. 6 of 2002. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). The candidate should dispose of dynamic communication, negotiation, and interpersonal skills. A valid driver's license.

DUTIES : Implement Animal Disease Act 35 of 1984, Meat Safety Act 40 of 2000, Animal Protection Act 71 of 1962 and Animal Identification Act 6 of 2002. Play a leading role in Animal Disease Surveillance and Control. Facilitate importation and exportation of animals and products of animal origin. Responsible for the implementation of primary animal health care programs and mentoring of State Veterinarians on compulsory community service. Handle administrative functions emanating from these activities including performance reporting and disease reports. Coordinate the allocated resources of the State Veterinary Area in line with legislative and departmental policy directives. Comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets. Qualifying unemployed Veterinarians who were given a bursary by the Department will be given preference.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 08/386 : **CANDIDATE ENGINEER (X6 POSTS)**
(4 - year contract)

SALARY CENTRE : R761 157 per annum, (OSD)
Sarah Baartman District Ref No: DoA/04/03/2026
Joe Gqabi District Ref No: DoA/05/03/2026
O.R. Tambo District Ref No: DoA/06/03/2026
Alfred Nzo District Ref No: DoA/07/03/2026
Amathole District Ref No: DoA/08/03/2026
Chris Hani District Ref No: DoA/09/03/2026

REQUIREMENTS : Engineering degree BEng/BScEng (Agriculture/Civil) or equivalent qualification as recognised by SAQA, Valid driver's license. Registration with ECSA as an Engineer in training (Candidate Engineer) is compulsory upon appointment. No previous experience required.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance 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. Promote safety in line with statutory and regulatory requirements. Prepare inputs for the facilitation of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. 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. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 08/387 : **ANIMAL HEALTH TECHNICIAN (X25 POSTS)**

SALARY CENTRE : R397 116 – R467 790 per annum (Level 08)
: **Alfred Nzo District:** Ref No: DoA/10/03/2026 (X5 Posts)
Winnie Madikizela Mandela (X3 Posts)
Ntabankulu (X2 Posts)

Chris Hani District: Ref No: DoA/11/03/2026 (X10 Posts)
Inxuba Yethemba (X2 Posts)
Emalahleni (X3 Posts)
Dr.A.B. Xuma (X3 Posts)
Enoch Mgijima (X2 Posts)

O.R. Tambo District Ref No: DoA/12/03/2026 (X6 Posts)
Nyandeni (X2 Posts)
KSD (X2 Posts)
Mhlontlo (X2 Posts)

Joe Gqabi District Ref No: DoA/13/03/2026 (X2 Posts)
Maletswai (X1 Post)
Gariiep (X1 Post)

Sarah Bartmaan Ref No: DoA/14/03/2026 (X2 Posts)
Nelson Mandela Metro (X1 Post)
Dr Beyers Naude (X1 Post)

REQUIREMENTS : An appropriate qualification at NQF level 6 in Animal Health with at least 1-2 years' relevant experience. Proof of valid registration with the South African Veterinary Council as an Animal Health Technician as confirmation of day one (1) competencies will be required on the interview day. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act No. 35 of 1984). Ability to work under pressure. Good interpersonal, verbal and written communication skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.

DUTIES : The successful candidate is expected to plan and implement disease control measures, which will entail administering of vaccinations for animal diseases, collection of specimens, examination and dispatch of samples with regard to animal diseases, and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of notifiable diseases. Participate in awareness campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian and Control Animal Health Technician regarding animal disease control, reproduction, and production advancement. Sample collection, and law enforcement which would, entail conducting inspections of animals, animal products, vaccine distribution points, and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post-mortems, and animal diseases. Obtaining and processing epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary roadblocks, and border posts. Provide extension services on animal health to animal owners. Priority will be accorded to Youth as outlined in the DoA Employment Equity pre-requirements.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 08/388 : **DATA CAPTURER (X6 POSTS)**
Re-advertisement, applicants who previously applied must re-apply.

SALARY CENTRE : R193 359 – R227 766 per annum (Level 04)
: OR. Tambo District Ref No: DoA/15/03/2026
Amathole District Ref No: DoA/16/03/2026
Chris Hani District Ref No: DoA/17/03/2026
Alfred Nzo District Ref No: DoA/18/03/2026
Sarah Baartman District Ref No: DoA/19/03/2026
Joe Gqabi District Ref No: DoA/20/03/2026

REQUIREMENTS : National Senior Certificate, NQF Level 4 with relevant post-matric certificate in computer Operation/practice. Data capturing knowledge: Analysis of Raw Data. Certificate in computer literacy. Managing files & records. Designing Forms and backup systems.

DUTIES : Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spreadsheet. Provide data verification services Verify query missing data and errors observed during data entry. Review and validate all data from the records Submit data. Provide data management services. Make regular backups of data. Update registers and statistics Provide record-keeping services. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components. Priority will be accorded to Youth and People with Disabilities as outlined in the DoA Employment Equity pre-requirements.

<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
<u>POST 08/389</u>	:	<u>COMMUNITY ANIMAL HEALTH WORKER (X30 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 – R192 810 per annum (Level 03) Amathole District Ref No: DoA/21/03/2026 (X6 Posts) Mbashe (X3 Posts) Mnquma (X1 Post) Ngqushwa (X1 Post) Raymond Mhlaba (X1 Post) Chris Hani District: Ref No: DoA/22/03/2026(X5 Posts) Inxuba Yethemba, Emalahleni (X2 Posts) Dr. A.B. Xuma (X2 Posts) Alfred Nzo District: Ref. No. DoA/23/03/2026 (X5 Posts) Ntabankulu (X2 Posts) Matatielle (X1 Post) Winnie Madikizela Mandela (X1 Post) Joe Gqabi District: Ref No: DoA/24/03/2026 (X5 Posts) Malestwai (X3 Posts) Gariep (X2 Posts) OR. Tambo District: Ref No: DoA/26/03/2026 (X5 Posts) Nyandeni (X2 Posts) KSD (X2 Posts) Ngquza (X1 Post) Sarah Bartmaan: Ref No: DoA/27/03/2026 (X4 Posts) Nelson Mandela Metro (X2 Posts) Dr Beyers Naude (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 10/Standard 8. Related Exposure in community dipping functions. Priority will be given to local qualifying candidates.
<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that the water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tank repairs. Ensure that dipping material is safe guarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

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

- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.". Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts must submit endorsed service certificates from the previous employer and endorsed PERSAL service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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 employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS

- POST 08/390** : **HEAD CLINICAL DEPARTMENT: FORENSIC MEDICINE: GRADE 1-2 REF NO: H/H/2/2026**
- SALARY** : Grade 1: R2 600 811 – R2 760 408 per annum
Grade 2: R2 841 732 – R3 016 110 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Univeristas Academic Hospital: Bloemfontein
: Matric and appropriate qualification that allows registration with HPCSA as medical specialist in Forensic Medicine. Current registration with the HPCSA

(2026/2027). Certified of service record as a Medical Specialist. Be a South African citizen or a permanent resident. Experience: Grade 1: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employees) as Medical Specialist in Forensic Medicine. Knowledge and Skills: Provide evidence of leadership qualities and experience. Provide evidence of teaching and learning and examining (undergraduate and postgraduate level). Proof of the following research experience e.g. (publications, postgraduate supervision, National / Local Research organizations, (or equivalent qualifications) or a PhD. Evidence of good professional standing, e.g. membership of professional organizations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA, National Associates / Committees, etc.

DUTIES : Manage and supervise outreach, in reach and support services in the Free State. Rendering commuted overtime is compulsory. As a joint staff appointment your responsibilities include service delivery, leadership and administration, research engaged scholarship and teaching and learning. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Perform all reasonable duties as directed by the Head Clinical Services / CEO: UAH / Head of school; Clinical Medicine and Dean: UFS Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/391 : **HEAD CLINICAL DEPARTMENT: FAMILY MEDICINE: GRADE 1-2 REF NO: H/H/3/2026**

SALARY : Grade 1: R2 600 811 – R2 760 408 per annum
 Grade 2: R2 841 732 – R3 016 110 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as medical specialist in Family Medicine. Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist. Be a South African citizen or a permanent resident. Experience: **Grade 1:** A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employees) as Medical Specialist in Family Medicine. Knowledge and Skills: Provide evidence of leadership qualities and experience. Provide evidence of teaching and learning and examining (undergraduate and postgraduate level). Proof of the following research experience e.g. (publications, postgraduate supervision, National / Local Research organizations, Mimed (or equivalent qualifications) or a PhD. Evidence of good professional standing e.g. membership of professional organizations (other than HPCSA). Membership of relevant managerial committees, e.g. CMSA, National Associates / Committees, etc.

DUTIES : Manage and supervise outreach, in reach and support services in the Free State. Rendering commuted overtime is compulsory. As a joint staff appointment your responsibilities include service delivery, leadership and administration, research engaged scholarship and teaching and learning. Manage and supervise the teaching and training of undergraduates and postgraduates at UAH/UFS. Perform all reasonable duties as directed by the Head Clinical Services / CEO: UAH / Head of school; Clinical Medicine and Dean: UFS. Monitor and evaluate relevant, effective clinical indicators, including clinical audits and provide reports as required on these areas.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/392 : **HEAD CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY: GRADE 1-2: REF NO: H/H/3/2026 (X2 POSTS)**

SALARY : Grade 1: R2 084 754 – R2 212 680 per annum
 Grade 2: R2 279 559 – R2 492 571 per annum

		all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein
	:	Matric, MBChB or equivalent degree, FCOG (SA) Master's degree that allows registration with HPCSA as Medical Specialist in Obstetrics and Gynaecology as recognized by SAQA. Current registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology (2026/2027). management experience as required by the post. Be a South African citizen or a permanent residence of South Africa. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Valid driver's license. Knowledge And Skills: Knowledge of Public Service legislation, policies and procedures. Medical management, written and verbal communication skills and report writing skills. Ensure effective delivery of Obstetrics and Gynaecology services according to current guidelines. Lead clinical governance activities, including audits, M&M reviews and quality improvement initiatives.
<u>DUTIES</u>	:	Manage patient flow and optimise theatre, ward, and outpatient services for safe, efficient care. Oversee clinical outcomes and ensure safe, evidence-based care. Strengthen medico-legal risk reduction, patient-safety measures and National Core Standards compliance within Obstetrics and Gynaecology Department. Manage patients in both inpatient and outpatient settings. Represent province at provincial/ national meetings/ forums. Ensure active CPD program is run in the Department. Supervise junior medical officers, registrars and interns in training. Ensure optimal training of registrars as per HPCSA guidelines. Provide clinical supervision and mentorship to registrars. Coordinate and deliver formal teaching activities, skills training and assessment preparation. Participate in assessments, monitor registrar progress, and contribute to curriculum development in collaboration with the academic division. Advise and guide students, teach under-and post graduate students. Maintain open communication channels with student. Check/moderate test and exam papers. Assist in updating curricula, courses and programs. Provide advice to other healthcare professionals and run Skills Development Programmes to share expertise. Participate in after-hours consultant call roster to ensure continuous availability of expert Obstetrics and Gynaecology support. Provide direct clinical care, supervision and management of high-risk cases. Ensure appropriate documentation, handover processes and continuity of care for weekend and after-hours services. Support budget planning and ensure efficient resource use. Maintain discipline and promote a professional work culture. Conduct performance appraisals, skills assessments and staff development.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof NR Maharaj Tel No: (051) 401 3240
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/393</u>	:	<u>HEAD CLINICAL UNIT: ORTHOPAEDIC: GRADE 1-2: REF NO: H/H/4/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R2 084 754 – R2 212 680 per annum Grade 2: R2 279 559 – R2 492 571 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Boitumelo Regional Hospital: Kroonstad
	:	Matric, MBChB or equivalent degree, MMed (Orthopaedics) or FC (Ortho) SA. A valid registration with Health Professions Council of South Africa (HPCSA) as an Orthopaedics Medical Specialist as recognized by SAQA. Current registration with the HPCSA as Medical Specialist in Orthopaedics (2026/2027). A minimum of seven (3) years' experience after registration as an Orthopaedic surgeon. Be a South African citizen or a permanent residence of South Africa. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedic. Valid driver's license. Knowledge and Skills: Knowledge of Public Service legislation, policies and procedures. Medical management, written and verbal communication skills and report writing skills. Provide evidence of leadership qualities and experience. Provide evidence of teaching and learning and examining (undergraduate and postgraduate level). Proof of the following research experience e.g. (publications, postgraduate supervision, National / Local Research organizations, (or equivalent qualifications) or a PhD.

		Evidence of good professional standing, e.g. membership of professional organizations (other than HPCSA) Ensure effective delivery of services according to current guidelines. Lead clinical governance activities, including audits, M&M reviews and quality improvement initiatives.
<u>DUTIES</u>	:	Manage patient flow and optimise orthopaedics, ward, operating Theatre and outpatient services for safe, efficient care. Oversee clinical outcomes and ensure safe, evidence-based care. Strengthen medico-legal risk reduction, patient-safety measures and National Core Standards compliance within Orthopaedics Department. Manage patients in both inpatient and outpatient settings. Represent province at provincial/ national meetings/ forums. Incumbent will be responsible for the provision of Orthopaedic quality, cost effective clinical services at Boitumelo Regional Hospital. Full time Clinical Service provision including after-hours service (weekdays, weekends and public holiday). Organising orthopaedic services in the hospital and the sub district to achieve quality services that are effective and efficient. Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Orthopaedics academic program. Ensure proper and accurate record keeping as legally and ethical required. Reporting to the Hospital Management on Service delivery, Clinical audits and where necessary quality improvement plans. Maintain discipline and promote a professional work culture. Conduct performance appraisals, skills assessments and staff development.
<u>ENQUIRIES</u>	:	Dr KM Mahasa Tel No: (056) 216 5200
<u>APPLICATIONS</u>	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/394</u>	:	<u>MEDICAL SUB-SPECIALIST: PAEDIATRICS DEVELOPMENT: GRADE1-3</u> <u>REF NO: H/M/9/2026</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 – R1 647 630 per annum Grade 2: R1 773 222 – R1 881 330 per annum Grade3: R1 936 806 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Univeristas Academic Hospital: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Development). Current registration with the HPCSA (2026/2027). Certified service record as a Medical Specialist. Be a South African Citizen or a permanent resident. Experience. Grade 1: No experience after registration with the HPCSA AS Medical Specialist in Paediatric Development. 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 foreign qualified employees) as Medical Specialist in Paediatric Development. 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 foreign qualified employees) as Medical Specialist in Paediatric Development. Knowledge and Skills: Experience in clinical sub-specialty care services around the field of Paediatric Development. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.
<u>DUTIES</u>	:	Provide specialised diagnostic and therapeutic services in Paediatric Development. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Development. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-

based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy development. May hold leadership roles as Head of Paediatric Development, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane: Tel No: (051) 401 2591
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/395 : **MEDICAL SUB-SPECIALIST: PAEDIATRICS ONCOLOGY: GRADE1-3 REF NO: H/M/10/2026**

SALARY : Grade 1: R1 553 670 – R1 647 630 per annum
 Grade 2: R1 773 222 – R1 881 330 per annum
 Grade3: R1 936 806 – R2 212 680 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
 Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Oncology). Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist. Be a South African Citizen or a permanent resident. Experience.
Grade 1: No experience after registration with the HPCSA AS Medical Specialist in Paediatric Oncology. **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 foreign qualified employees) as Medical Specialist in Paediatric Oncology. **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 foreign qualified employees) as Medical Specialist in Paediatric Oncology.
 Knowledge and Skills: Experience in clinical sub-specialty care services around the field of Paediatric Oncology. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.

DUTIES : Provide specialised diagnostic and therapeutic services in Paediatric Oncology. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Oncology. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy development. May hold leadership roles as Head of Paediatric Development, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane Tel No: (051) 401 2591
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/396 : **MEDICAL SUB-SPECIALIST: INTERNAL MEDICINE (NEPHROLOGY): GRADE1-3 REF NO: H/M/11/2026 (X2 POSTS)**

SALARY : Grade 1: R1 553 670 – R1 647 630 per annum
 Grade 2: R1 773 222 – R1 881 330 per annum
 Grade 3: R1 936 806 – R2 212 680 per annum

		all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein
	:	Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Adult Nephrology. Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist in Adult Nephrology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Adult Nephrology. Grade 2: 5 years after registration with the HPCSA as Medical Specialist in Adult Nephrology (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Adult Nephrology. Grade 3: 10 years after registration with the HPCSA as Medical Specialist in Adult Nephrology (or a recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Adult Nephrology. Knowledge And Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public Service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Diagnose and manage patients with hypertension and kidney disease. Manage patients on various forms of kidney replacement therapy. Oversee kidney transplantation evaluation process and render post-transplant care. Participate in performing minor surgical procedures such as kidney biopsies, haemodialysis and peritoneal dialysis catheter insertions. Collaborate in multidisciplinary teams where necessary. Facilitate patient education and awareness programs. Actively participate in undergraduate and postgraduate teaching according to the prescription curriculum for medical education. Train and guide junior staff in performing medical procedures. Oversee the running of the satellite dialysis unit by periodically visiting those units to provide a consultation service and training. Provide virtual consultation service for the satellite dialysis units for emergencies. Become a member of the committees as required, and contribute meaningfully. Supervise research of undergraduate and postgraduate students. Participate in departmental research and clinical trials.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof BF Bisiwe Tel No: (051) 405 3911
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/397</u>	:	<u>MEDICAL SUB-SPECIALIST: INTERNAL MEDICINE (CLINICAL HAEMATOLOGY): GRADE1-3 REF NO: H/M/12/2026</u>
<u>SALARY</u>	:	Grade 1: R1 553 670 – R1 647 630 per annum Grade 2: R1 773 222 – R1 881 330 per annum Grade3: R1 936 806 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein
	:	Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Internal Medicine (Clinical Haematology) Sub-Specialty. Current registration with the HPCSA (2026/2027). Certified of service record as Medical Specialist or Sub-Specialty. Be a South African citizen or be a permanent resident. Experience: Grade 1: None after registration as a Medical Specialist in Haematology Sub-Specialty with HPCSA in respect of South African qualified employees. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Haematology Subspecialty after registration as with HPCSA in respect of South African qualified employees. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist in Haematology Sub-Specialty with HPCSA in respect of South African qualified employees. Knowledge And Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public Service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.
<u>DUTIES</u>	:	Inpatient care of patient referred to division of clinical haematology. Outpatient follow-up of clinical haematology patients. Oversight of intern, registrar, medical officer and fellows clinical work. Plan and oversee specialised

haematology therapies including chemotherapy, apheresis, immunotherapy etc. Perform and oversee haematopoietic stemcell transplantation. Perform procedures relevant to clinical haematology//internal medicine e.g bone marrow, aspiration/biopsy, lumbar puncture, lines, etc. Responsible for training of medical students in the form of lectures and bedside teaching. Responsible for training of internal medicine and haematopathology registrars in the form of lecturers and bedside teaching. Responsible for training of clinical haematology subspecialty fellows. Responsible for setting exams questions for medical students, registrars and subspecialty fellows. Marking of MMed, and MPhil dissertation. Supervise students, registrars and subspecialty fellow research projects. Perform origin clinical research within the division of clinical haematology. Remove oversight/guidance of patient care in peripheral health care facilities (e.g Lesotho, Northern Cape and Free State). Remote training sessions for healthcare providers in peripheral healthcare facilities. Outreach visits to peripheral healthcare facilities. Assist Head Clinical Unit with patients and unit related administrative duties. Assist with Department of Internal Medicine administrative duties. Serving on departmental committees.

- ENQUIRIES** : Prof JLR Malherbe Tel No: (051) 405 2878
- APPLICATIONS** : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 08/398** : **MEDICAL SUB-SPECIALIST: PAEDIATRICS NEUROLOGY: GRADE1-3**
REF NO: H/M/17/2026
- SALARY** : Grade 1: R1 553 670 – R1 647 630 per annum
Grade 2: R1 773 222 – R1 881 330 per annum
Grade3: R1 936 806 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.
- CENTRE** : Univeristas Academic Hospital: Bloemfontein
- REQUIREMENTS** : Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Neurology). Current registration with the HPCSA (2026/2027). Certified of service record as a Medical Specialist. Be a South African Citizen or a permanent resident. Experience.
Grade 1: No experience after registration with the HPCSA AS Medical Specialist in Paediatric Neurology. **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 foreign qualified employees) as Medical Specialist in Paediatric Neurology. **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 foreign qualified employees) as Medical Specialist in Paediatric Neurology. Knowledge and Skills: Experience in clinical sub-specialty care services around the field of Paediatric Neurology. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.
- DUTIES** : Provide specialised diagnostic and therapeutic services in Paediatric Oncology. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Oncology. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy

development. May hold leadership roles as Head of Paediatric Neurology, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane Tel No: (051) 401 2591
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/399 : **MEDICAL SPECIALIST GRADE 1-3: OBSTETRICS AND GYNAECOLOGY H/M/18/2026**

SALARY : Grade 1: R1 553 670 – R1 647 630 per annum
Grade 2: R1 773 222 – R1 881 330 per annum
Grade3: R1 936 806 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Mofumahadi Manapo Mopeli Regional Hospital
REQUIREMENTS : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current annual registration with HPCSA (2025/2026) Knowledge and Skills: ACLS, ATLS, APLS, Diploma in Anesthesiology. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, Complete medico-legal documentation, and maintain accurate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long term follow up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by the Head of Department/Head of Clinical Unit/Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936
APPLICATIONS : Send To: <https://ihealth.gov.za/e-Recruitment>

POST 08/400 : **MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY: GRADE 1- 3 REF NO: H/M/13/2026 (X2 POSTS)**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric, MBChB or equivalent degree, FCOF(SA) or Masters Degree in Obstetrics and Gynaecology that allows registration with HPCSA AS Medical Specialist in Obstetrics and Gynaecology. Current valid registration with

HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Current registration with the HPCS (2026/2027). Experience: **Grade 1:** None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. Certified proof of service record as a Medical Specialist. A valid driver's license. Be a South African citizen or be a permanent resident. **Grade 2:** Minimum of 5 years appropriate experience as Medical Specialist after registration with the Health Professional Council of South Africa (HPCSA). (or a recognised foreign Health professional council in respect of foreign qualified employees), as Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** Minimum of 10 years appropriate experience as medical specialist with the health professional council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology (or a recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Obstetrics and Gynaecology. Knowledge And Skills: Provide high levels of training as per accredited body regulations i.e. HPCSA, SASOG, CMSA. Extensive knowledge on Public Service legislation, policies and procedures. Excellent communication skills (verbal, written, report writing, medico-legal reporting). Good inter-personal skills, honesty, integrity and excellent work ethics.

DUTIES : Improve quality of care by providing clinical care in Obstetrics and Gynaecology. Consult, investigate, diagnose and manage the treatment of patients. Participate in commuted overtime and render after hour duties to provide continuous uninterrupted care of patients. Participate in community/outreach programmes such as ESMOE training. Ensure proper and accurate record keeping as legally and ethically required within the Department of Obstetrics and Gynaecology. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing medico legal documents timeously. Preparing and writing reports and audits. Supervise and provide guidance to junior doctors in the Department of Obstetrics and Gynaecology. Participate in the academic program in the hospital and all activities of the discipline in relation to teaching and research (undergraduate students, Interns and community service Doctors).

ENQUIRIES : Prof NR Maharaj Tel No: (051) 401 3240
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/401 : **MEDICAL SPECIALIST: FAMILY MEDICINE: GRADE 1-3 REF NO: H/M/14/2026**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
 Grade 2: R1 531 032 – R1 623 609 per annum
 Grade 3: R1 773 222 – R2 212 680 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as a Medical Specialist in Family Medicine. Current registration with the HPCSA (2026/2027). **Grade 1:** None after registration as Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist with Health Professional Council of South Africa (HPCSA) in respect of South Africa qualified employees. Knowledge and skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and excellent work ethics. Evidence of research publications.

DUTIES : Providing leadership and administrative functions in the Department of Family Medicine. Provision of quality clinical service delivery on the FSDoH clinical platform, including outreach and support. Involvement in knowledge development and research. Self-development and training of other care professionals. Provide clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating relevant clinical effectiveness indicators. Perform all reasonable duties as

directed by the Head of Department and Head of Clinical Unit, Family Medicine.
Commuted overtime is compulsory.

ENQUIRIES : Prof H Brits Tel No: (051) 405 3308
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/402 : **MEDICAL SPECIALIST: CARDIOLOGY: GRADE 1-3 REF NO: H/M/15/2026**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Specialist in Cardiology. Current registration with the HPCSA (2026/2027). **Grade 1:** None after registration as Medical Specialist with HPCSA in respect of South Africa qualified employees. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist with HPCSA) in respect of South Africa qualified employees. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist with HPCSA in respect of South Africa qualified employees. Knowledge And Skills: Experience in teaching and learning medical students and registrars. Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and excellent work ethics.

DUTIES : Service delivery and medical administration. Provide outreach, in-reach and support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct research. Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH, OHSC, HPCSA, CMSA, UFS. Medical Administration: Perform all reasonable duties as directed by the Head of Department and Head Clinical Unit Cardiology. Conducting clinical audits, mortality and morbidity. Monitoring and evaluating relevant clinical effectiveness indicators.

ENQUIRIES : Dr ND Van der Merwe Tel No: (051) 405 3390
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/403 : **MEDICAL SPECIALIST GRADE 1-3**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
Grade 2: R1 531 032 – R1 623 609 per annum
Grade 3: R1 773 222 – R2 212 680 per annum
all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional)
Employee must meet the prescribed requirements.

CENTRE : Pharmacology Ref No: H/M/30/2026 (X1 Post)
Urology Ref No: H/M/31/2026 (X1 Post)
REQUIREMENTS : MBChB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. Current valid registration with HPCSA as Medical Specialist in Cardiology. Current registration with the HPCSA for the period of 2026/202. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid Driver's license. South African citizen or permanent residence. Knowledge and skills: Additional qualification e.g; primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc.

DUTIES : Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, Conduct research. Must perform commuted overtime and medical administration. Perform outreach.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3469
APPLICATIONS : To be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/404 : **MEDICAL SPECIALIST: PSYCHIATRY: GRADE 1-3 REF NO: H/M/16/2026 (X2 POSTS)**

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

		all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Free State Psychiatric Complex, Bloemfontein
	:	MBCHB Degree post graduate qualification that allows registration with HPCSA as Medical Specialist in Psychiatry. Current registration with the HPCSA (2026/2027). Experience: Grade 1: none. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with HPCSA in a normal specialty. A valid driver's license. Knowledge and Skills: Evidence of research capability. Experience in lecturing students.
<u>DUTIES</u>	:	Provision of strategic leadership by participating in the strategic and operational management of Mental Health Clinical Services in the Free State Psychiatric Complex and Free State Province including development and outreach programmes. Ensure provision of compassionate and quality clinical services in the Psychology Division to mental health care users. Strengthening information and knowledge management system to optimize performance and research capacity. Establishing and maintaining of effective Teaching and learning, research supervision, engaged scholarship, leadership, leadership and administration of both undergraduate and post graduate programs in the Department of Psychiatry and Faculty of Health Sciences at the University of the Free State (UFS) in line with the professional bodies. Build a strategic and dedicated workforce that is responsive to service demands.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof P J Pretorius Tel No: (051) 051 4079 448/9214
	:	To be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/405</u>	:	<u>MEDICAL REGISTRARS (X37 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 – R1 046 763 per annum, -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Univeristas Academic Hospital: Bloemfontein Anaesthesiology: Ref No: H/M/19/2026 (X6 Posts) Cardiothoracic Surgery: Ref No: H/M/20/2026 (X1 Post) Family Medicine: Ref No: /M/19/2026 (X5 Posts) Forensic Medicine: Ref No: H/M/21/2026 (X1 Post) General Surgery: Ref No: H/M/22/2026 (X4 Posts) Internal Medicine: Ref No: H/M/23/2026 (X5 Posts) Neurology: Ref No: H/M/24/2026 (X1 Post) Obstetrics & Gynaecology: Ref No: H/M/25/2026 (X2 Posts) Oncology: Ref No: H/M/26/2026 (X3 Posts) Orthopaedic Surgery: Ref No: H/M/27/2026 (X3 Posts) Otorhinolaryngology: Ref No: H/M/27/2026 (X1 Post) Paediatrics: Re No: H/M/28/2026 (X2 Posts) Paediatric Surgery: Ref No: H/M/29/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	MBCHB or equivalent degree. Valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practitioner. Current valid registration with HPCSA as Medical Specialist in Cardiology. Current registration with the HPCSA for the period of 2026/202. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid Driver's license. South African citizen or permanent residence. Knowledge and skills: Additional qualification e.g; primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc.
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R Nathan Tel No: (051) 405 3469
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/406</u>	:	<u>PSYCHOLOGIST REF NO: H/C/12/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 2: R1 014 704 per annum Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Free State Psychiatric Complex: Bloemfontein

<u>REQUIREMENTS</u>	:	Grade 1: experience none. Grade 2: experience 5 years master's in psychology. Registration with the Health Professions Council of South Africa (HPCSA) Psychologist in any of the identified categories. Current registration with the HPCSA (2026/2027) Knowledge and Skills: Experience in training of undergraduate and postgraduate, medical and clinical psychology students. At least Experience in the provision of psychological services at a tertiary Psychiatric Hospital. Knowledge and experience in Free State Psychiatric model and Ideal Hospital. Evidence of academic and scientific research publication in the local and international journals. Evidence of academic scientific presentation in local and international conferences. Knowledge of diagnostic and therapeutic procedures and manuals. Knowledge of research methodology. Knowledge of application Mental Health Legislation. Computer Literacy.
<u>DUTIES</u>	:	Provision of psychological services at rotational point/umit. Training and educating under and post graduate students. Management and supervision of academic research. Ensure provision of compassionate and quality clinical services in the Clinical Psychology Division and the Free State Province.
<u>ENQUIRIES</u>	:	Dr A George Tel No: (051) 407 9464
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/407</u>	:	<u>ASSISTANT MANAGER: NURSING; SPECIALTY-(PSYCHIATRY): PNB-4: REF NO: H/A/2026</u>
<u>SALARY</u>	:	R755 355 per annum, Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Free State Psychiatric Complex, Bloemfontein
<u>REQUIREMENTS</u>	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council Registration with the SANC as Professional Nurse in terms of Notice 425 plus a post-basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of government notice No R212 in the relevant specialty. Current registration with the SANC (2026/2027). A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 6 years of the period referred above must be appropriate/ recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty (Advanced Psychiatric Nursing Science). At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Nursing Strategy, Ideal Hospital framework, MHCA no 17 of 2002, Criminal procedure Act no 51 of 1977, National Nursing Strategy 2020/21 – 2025/26 etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Must have Basic computer literacy. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive. Knowledge of DOH policies. Knowledge of the Public Services Act and Regulations, public Finance Management and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Knowledge of OSD for nurses. Computer literacy, driver's license. Diploma/Degree in Nursing Administration will be an added advantage.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on healthcare. Develop / establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi – disciplinary teamwork). Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework Provision of effective support to

Nursing Services and act in the capacity of Nursing Manager as delegated. Manage effectively the utilization and supervision of resources (Human, Financial, Services). Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Lead your team in your area of supervision with monitoring, prevention and Management of Patient Safety Incidents. Coordination of the provision of effective training and research. Compile evidence-based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff, maintain evidence-based practice. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Coordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction survey. Implement complaints and patient safety incidents guidelines. Develop and ensure implementation of SOPs for the institution, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Me M.E. Semelo Tel No: (051) 407 9207
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/408

: **OPERATIONAL MANAGER: (PNB3): REF NO: H/O/4/2026**

SALARY

: R693 096 per annum, Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Free State Psychiatric Complex, Bloemfontein
: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1-year in Advanced Psychiatric Nursing. Current registration with the SANC. (2026/2027) A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification (Advanced Psychiatric Nursing Science). Diploma in Nursing Administration will be an added advantage. Driver's license. Knowledge And Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nurses, Mental Health Care Act, Nursing Act. Demonstrate a basic understanding of HR and financial policies and practices.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the specialty Unit. Ensure compliance to professional and ethical practice. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing services. Maintain professional growth/ ethical standards and self- development. Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programs. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses.

**ENQUIRIES
APPLICATIONS**

: Me M.E. Semelo Tel No: (051) 407 9207
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 08/409

: **CHIEF RADIOGRAPHER GRADE 1-2: REF NO: H/C/13/2026 (X2 POSTS)**

SALARY

: Grade 1: R575 250 – R638 856 per annum, (OSD)
Grade 2: R657 507 – R727 350 per annum, (OSD)

		Plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pelononi Tertiary Hospital
	:	Senior certificate, National Diploma/Degree in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. Minimum of 3 years' experience after registration with the HPCSA as a Diagnostic Radiographer (Independent Practice) (2026/2027). Must have completed community service as per requirements of the professional body HPCSA. Proof of CPD compliance with HPCSA. Valid driver's license. Knowledge And Skills: Sound knowledge of the philosophy underpinning practice in radiography. Knowledge of code of conduct arising from professional and statutory sources. Knowledge of pathological processes and their imaging appearance. Knowledge of Diagnostic Radiography procedures. Knowledge of radiographic equipment and accessories associated with relevant techniques. Sound knowledge of radiation control regulation, safety measures and policies. Knowledge of occupational health and safety and other relevant acts, policies and regulations. Knowledge of quality assurance procedures and methods as per radiation control directorates. Good leadership, negotiation, problem solving, communication and interpersonal skills. Knowledge of public service policies, acts and regulations. The following will serve as an added advantage: Additional post-graduate certificate/qualifications in line with the profession.
<u>DUTIES</u>	:	Support the Radiography Management in order to meet the objective of the department and a provision of 24-hour radiography service. Perform general Radiography, CT scan, Fluoroscopy, portable/mobile x-rays, theatre and MRI examinations, mammography (where qualifications are as per SAHPRA and HPCSA requirements). Participate in continuous professional development. Manage the sub-component by supervising Radiography junior staff, students and administrators, performing relevant administrative functions related to clinical functions as delegated. Ensure efficient and effective control and use of all equipment, assets and resources including consumables and stock belonging to the cost center. Participate in the development, implementation and monitoring of policies and procedures to ensure the effective and efficient functioning of the department. Participate in the quality assurance programmes and required by the radiation control directorate and department of health.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MJ Maseloa Tel No: (051) 405 1936
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/410</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PNB 1-2) REF NO: H/P/12/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 - R583 989 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Free State Psychiatric Complex, Bloemfontein
	:	Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Current registration with the South African Nursing Council (SANC) as Professional Nurse (2026/2027). 1 Year post basic qualification in Advanced Child Psychiatry. Knowledge and Skills: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relations. Knowledge of Mental Health Act, procedures and legislation.
<u>DUTIES</u>	:	Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit in a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice /quality patient care) as a shift leader. 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 a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care service is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation an related legal and ethical nursing practices.
<u>ENQUIRIES APPLICATIONS</u>	:	Me M.E. Semelo Tel No: (051) 407 9207
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment

<u>POST 08/411</u>	:	<u>CHIEF SKILLS DEVELOPMENT OFFICER REF NO: H/C/14/2026</u> Corporate Office HRD Directorate
<u>SALARY</u>	:	R468 459 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Matric and A graduate qualification at NQF 7 in Human Resource Management, Human Resource Development, Public Management or Public Administration. Valid Vehicle Driver's Licence Knowledge and Skills: Knowledge of the Skills Development Act, Public Service Regulations, HR Development Strategic Framework. Knowledge of the Public Service Act, Labour Relations Act, National Qualifications Framework Act. Relevant SETA's and PSETA. Knowledge of Public Sector Supply Chain Management and Labour Relations processes. Knowledge of the DPSA compulsory development training programs and also the NSG training and registration processes. A thorough understanding of the DPSA skills Audit Methodology implementation skills. Facilitation and Moderation skills. Report and policy development, analytical, good presentation skills, research and communication skills (verbal & written) good relations, excellent computer skills, ability to work under pressure. Occupationally Directed Education, Training and Development Practitioner certificate.
<u>DUTIES</u>	:	Develop, review and monitor policies and directives provide inputs into HRD Strategies to ensure optimal skills development programs within the department. Manage, co-ordinate and roll-out skills development programs within the department to ensure a capable and trained workforce. Ensure that the skills audit methodology is correctly applied to identified occupational classes where a skills audit must be undertaken to identify skills gaps. Perform quality assurance methodology on training programs implemented to ensure value for money in the department. Manage resources in the unit inclusive of performance and discipline to ensure excellent service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Me. M Voster Tel No: (051) 408 1733/ 051 408 1290/051408 1810 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/412</u>	:	<u>PHARMACIST INTERN REF NO: H/P/13/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	R440 226 per annum
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein Matric and an appropriate B Pharm Degree that allows registration with the SAPC as a Pharmacist Intern. Registered with the South African Pharmacy Council as Pharmacist Intern. Current registration (2026/2027). Knowledge and Skills: Have good work ethics and well-disciplined, committed and take responsibility to ensure quality pharmaceutical services to all. Must be willing to work beyond the call of duty. Be a team player.
<u>DUTIES</u>	:	Work done according to the scope of practice of pharmacist intern. Render a comprehensive, professional and quality pharmaceutical services in the form of support, assistance, executive of duties and performing of act, in line with relevant policies standard operation procedures and legislation. Management and control of pharmaceutical stock in all inventories and all assets. Ensure adherence to the supply chain management procedures and to the statutory regulations. Chemotherapy preparation and rotation to satellite pharmacy. Work under direct supervision of Pharmacist. Do ward rounds. Do drug utilization reviews (DUR's), audits and reporting. Ensure compliance with all inspections. Successful completion of 6 CPD's as required by SAPC and successful completion of compulsory pre-registration.
<u>ENQUIRIES APPLICATIONS</u>	:	Me Z Loots Tel No: (051) 405 3467 to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/413</u>	:	<u>OCCUPATIONAL THERAPY: GRADE 1-3 REF NO: H/O/5/2026</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum Grade 2: R466 941 – R529 221 per annum Grade 3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Univeristas Academic Hospital: Bloemfontein

<u>REQUIREMENTS</u>	:	Matric and B / B.Sc Degree in Occupational Therapy that allows registration with HPCSA as Occupational Therapist Current registration with the HPCSA (2026/2027) as Occupational Therapist. Grade 1: No experience after registration with the Health Professions Council of South Africa in the relevant profession as an Occupational Therapist. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as a Occupational Therapist. Knowledge and Skills: Good communication and interpersonal skills. Computer literacy, analytic thinking and problem-solving skills. Independent decision-making, problem-solving and driving skills. Experience in rehabilitating patients in a hospital setting.
<u>DUTIES</u>	:	Render and manage advanced and specialised Occupational Therapy service to all referred patients. Continuous administration in support of the Occupational Therapy service and maintenance of processes for the provisioning of quality Occupational Therapy services. Continuous effective supervising of Occupational Therapy students. Continuous effective professional development of the clinician. Continuous effectiveness development of the Occupational Therapy service. Promotion and marketing of services in the hospital.
<u>ENQUIRIES APPLICATIONS</u>	:	Me V Alexander Tel No: (051) 405 3405
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/414</u>	:	<u>SPEECH THERAPIST: GRADE 1-3 REF NO: H/S/1/2026</u>
<u>SALARY</u>	:	Grade 1: R397 233 – R454 191 per annum Grade 2: R466 941 – R529 221 per annum Grade3: R543 099 – R657 507 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Univeristas Academic Hospital: Bloemfontein
	:	Grade 12 with appropriate qualification in Speech Therapy or Speech Therapy and Audiology that allows registration with the Health Professions Council of South Africa (HPCSA) as recognised by SAQA. Current registration with HPCSA (2026/2027) as an Independent Speech Therapy Practitioner or Speech Therapy & Audiology. Valid Driver's license. Experience: Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA). Grade 2: Minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA). Grade 3: Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA). Knowledge and skills: Computer literacy. Allied Health Professions process. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Speech Therapist services. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
<u>DUTIES</u>	:	Conduct examination to patients with speech problems, which may require the use special equipment and tests. Compile a report on assessment and testing and make referrals. Provide rehabilitation programmers as part of treatment, which includes counselling and guidance for speech impaired. Assess the condition of the patients who are unable to communicate effectively due to conditions such as cleft palate, delayed speech or language development or emotional disturbances. Assess and treatment whose language, speech or voices have been affected by surgery, diseases or disorders of the nervous system or brain damage. Make follow-up consultation on the conditions of patients. Coordinate and ensure the promotion and marketing of Speech Therapy services. Exercise safeguarding of all consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Me Q Nidela Tel No: (051) 405 3261
	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 08/415</u>	:	<u>ARTISAN: PLUMBING/MECHANICAL/ELECTRICAL REF NO: H/A/9/2026</u>
<u>SALARY</u>	:	R269 499 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Dihlabeng Regional Hospital: Bethlehem
	:	Appropriate trade test certificate by SAQA. Relevant Trade Test Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of

- the repealed Section 27 of the Act referred to. Valid driver's license. Knowledge and Skills: N3 Certificand Can be an added advantage.
- DUTIES** : To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates. Perform administrative functions. Detailed key performance areas can be obtained from the contact person
- ENQUIRIES** : Mr C Botha Tel No: (058) 303 0173
- APPLICATIONS** : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

DEPARTMENT OF SOCIAL DEVELOPMENT



- APPLICATIONS** : Please forward your application quoting the relevant reference number, The Department of Social Development, Private Bag X20616, Bloemfontein, 9300. or place applications in an application box at Cnr Charlotte Maxeke and West Burger Street, Old Standard Bank Building, Bloemfontein or E-mail to Recruitment@fssocdev.gov.za. Tel No: 083 555 9270
- FOR ATTENTION** : Ms. AW Molalenyane – Human Resource Management (Recruitment Section) Old Standard Bank Building
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Use of the old Z83 Form will result in disqualification. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates including SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

OTHER POSTS

POST 08/416 : **CENTRE MANAGER: THEKOLOHELONG WELFARE CENTRE REF NO: DSDFS 41/26**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive remuneration package
: Thekolohelong Welfare Centre

: An appropriate Bachelor's degree in Social Work. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 relevant working experience. Computer literacy. Valid Driver's License. (Applicants are not submitting copies / attachments / certificates / ID/ Driver license / qualifications on application, only when shortlisted)

DUTIES : Management of the Residential Care Centre. Facilitate and plan development programmes for elderly. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to elderly in need of care. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES APPLICATIONS : Ms. M.J. Mphatsoe at 083 462 2059
: be email to Recruitment@fssocdev.gov.za

POST 08/417 : **DEPUTY DIRECTOR: SALARIES AND TRANSFER PAYMENTS REF NO: DSDFS NO 09/26**

This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), all-inclusive remuneration package.
: Provincial Office (Bloemfontein)

: A relevant tertiary qualification in Financial Management at NQF level 6. A 3 years relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's license. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of BAS and PERSAL. Salary Payroll Management.

DUTIES : Manage the Salary administration and transfer payments sub-directorates. Monitor the Policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Expenditure management – ensure that payments for compensation of employees, goods and services, transfers and subsidies and reporting are efficiently and effectively performed. Oversee the Debt management in the Department. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting, and reporting (interim and annual financial statements). Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES APPLICATIONS : Ms. N.P.P Mtirara Tel No: (051) 409 0605
: be e-mail to Recruitment@fssocdev.gov.za

POST 08/418 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BANKING AND REVENUE) REF NO: DSDFS11/26**

This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Provincial Office (Bloemfontein)

: A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee and monitor income against budget and review reconciliations. Oversee and

undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Mr. M.J. Molise Tel No: (051) 409 0511. Applications be email to Recruitment@fssocdev.gov.za.

POST 08/419 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (BOOKKEEPING SERVICES) REF NO: DSDFS 12/26**
This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY : R468 459 per annum (Level 09)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. A valid driver's license. Minimum of 3 years relevant supervisory experience.

DUTIES : Oversee verification of source documents. Oversee the quality assurance and verification of transactions on LOGIS and BAS. Ensure that the expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorize the payments of Goods & Services on the accounting systems. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Mr. M.J. Molise Tel No: (051) 409 0511
APPLICATIONS : be email to Recruitment@fssocdev.gov.za

POST 08/420 : **ASSISTANT DIRECTOR: FINANCIAL PLANNING BUDGET MONITORING AND REPORTING REF NO: DSDFS 27/26**
This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY : R468 459 per annum (Level 09)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : A relevant tertiary qualification in financial management at NQF level 6. Minimum of 5 years relevant experience in Public Sector Financial Administration. Knowledge and understanding of the PFMA, Treasury Regulations and budget related issues in the Public Sector. High level of computer literacy especially in Excel and PowerPoint.

DUTIES : Ensure effective budget process through facilitation of and assisting with compiling of all budget planning and other budget related documents. Ensure that all budget processes are in accordance with the PFMA and Treasury Regulations. Ensure that accurate and reliable expenditure reports and presentations are compiled to present the expenditure information of the department internally and externally. Continuous monitoring of budgets - expenditure trends, actual expenditure, commitments, deviations and projections. Assist Programme Managers with effective management of allocated budgets. Control of SCOA segments and BAS codes related to budgeting. Assist with shifting of funds and virements as well as the reporting thereof. Perform administration functions for the section. Monitor performance of employees, determine workflow requirements and training needs.

ENQUIRIES : Ms. Sonja van der Merwe at 066 487 6197
APPLICATIONS : be email to Recruitment@fssocdev.gov.za

POST 08/421 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DSDFS 42/26**

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF level 6) as recognized by SAQA in Labour Relations or equivalent qualification. 3-4 years' experience in conducting misconduct investigations, handling of grievances and conciliation and arbitration. A valid drivers' license. Knowledge of Labour Relations Act, 66, 1995. Knowledge of Collective Agreements. Knowledge of relevant Departmental Legislation and prescripts. Knowledge of the Public Service Act and Regulations. Knowledge

of DPSA guidelines. Processes of the CCMA, PSCBC and GPSSBC, Interpretation of policies and collective agreement. Willingness to travel and work extended hours.

DUTIES : To assist with the Development of labour relation policies. To coordinate/conduct investigation on misconduct and grievance cases to advise appropriately thereon. To Advise management on all labour relations matters in order to minimize unfair labour practices. To present the Department in bilateral discussion with organized labour unions. To perform and manage administrative and related functions. To manage resources to ensure that the objectives of the component are achieved. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

ENQUIRIES : Mr. K. Makhema at 066 487 6107
APPLICATIONS : be email to Recruitment@fssocdev.gov.za

POST 08/422 : **SENIOR HUMAN RESOURCE OFFICER REF NO: DSDFS 31/26 (X3 POSTS)**

This is a re-advertisement, applicants who previously applied need not re-apply.

SALARY : R325 101 per annum (Level 07)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management/ Public Administration/ Public Management or equivalent. Valid Driver's License. 3-5 years' experience in Human Resource Administration. Extensive knowledge of PERSAL, PERSAL Training Courses in Service Conditions, HR Provisioning and Service Termination. Knowledge: knowledge of registry duties, practices as well as the ability to capture data, working knowledge and understanding of the legislative framework governing the public services. Understanding of the work in registry. Knowledge of storage and retrieval procedures in terms of the working environment. Supervise human resource/ staff, allocate and ensure quality of work, personnel development.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR provisioning, Appointments, Transfer, Probationary periods, Implementation of conditions of service benefits (Leave, Housing, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension and allowances, recommend (approve) transactions in PERSAL according to delegation. Prepare reports on Human Resource administration issues and statistics, termination of service. Initiation of submissions. Handle human resource administration enquiries and statistics.

ENQUIRIES : Ms. S.D. Lebakeng at 066 486 6668
APPLICATIONS : be email to Recruitment@fssocdev.gov.za

POST 08/423 : **LABOUR RELATIONS OFFICER REF NO: DSDFS 43/26**

SALARY : R325 101 per annum (Level 07)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Labour Relations or equivalent qualification. Valid Driver's License. Knowledge: Labour Relations Legislation Processes of Labour Relation matters. Knowledge of the Public Service processes of the CCMA, PSCBC and GPSSBC.

DUTIES : Handle misconduct cases, grievances and disputes in line with relevant legislations/resolutions to ensure proper resolution thereof. Advise management on all labour relations matters in order to minimize unfair labour practices. Capture information of misconduct cases, grievances and dispute on employee relations management information system for record keeping purposes. Provide a secretariat service to the Departmental consultative committee.

ENQUIRIES : Mr. K Makhema at 066 487 6107
APPLICATIONS : be email to Recruitment@fssocdev.gov.za

POST 08/424 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE PRACTITIONER REF NO: DSDFS 44/26**

SALARY : R325 101 per annum (Level 07)
CENTRE : Provincial Office (Bloemfontein)
REQUIREMENTS : National Diploma (NQF Level 6) as recognized by SAQA in Human Resource Management / Public Administration / Public Management or equivalent. 1-2 years relevant experience in Human Resource Planning. Valid Driver's License

Knowledge: Human Resource Environment, Policies / implementation strategies and knowledge of Human Resource Management Legislation / Directives.

DUTIES

: To participate in the development and implementation of policies, present and coordinate information sessions in the Department in order to contribute to an effective and well-informed workforce. To render a human resource advisory service to the Department to promote an effective human resource environment. Participate in the development of the three-year MTEF Plan to contribute towards the achievement of the Departmental strategic goals and objectives. Participate in the compliance with Employment Equity Plan to comply with the Employment Equity Act.

ENQUIRIES

: Ms. A.W. Molalenyane at 083 555 9270

APPLICATIONS

: be email to Recruitment@fssocdev.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg
- FOR ATTENTION** : Ms. Iris Thanjekwayo at 072 788 2364– Recruitment
- CLOSING DATE** : 20 March 2026, 16h00. No late applications will be considered.
- NOTE** : applications quoting the relevant reference number must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Note: It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloureds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 08/425** : **CHIEF FINANCIAL OFFICER: FINANCE REF NO: REFS/035520**
- SALARY** : R1 494 900 per annum, (all-inclusive salary package which can be structured according to the individual's needs)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Financial Management. A minimum of five (5) years' experience at a senior managerial level. CA qualification will be an added advantage. A valid driver's license. Competencies: Strategic Capacity and Leadership skills, People Management, Empowerment and Integrity, Financial Management, Change Management, Programme and project Management. Technical Competencies: Advanced financial and analytical skills and innovativeness. Adequate financial management and extensive knowledge of Supply Chain Management in the Public Service. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service and Supply Chain Management. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.

<u>DUTIES</u>	:	Ensure effective compilation of accurate financial statements. Manage revenue efficiently and effectively by developing and implementing appropriate processes. Ensure that internal procedures and control measures are in place. Compile and accurate departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Provide value adding report to management and external stakeholders timeously. Monitor the operation of accounting systems, controls and procedures to ensure the integrity of financial information and administration. Monitor the provision of financial reporting processes and provide recommendations and advice to address significant variances. Ensure proper financial reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations, DoRA etc. Provide and oversee the overall management and monitoring regarding supply chain compliance. Manage the provisioning of asset management services. Manage the provisioning of logistical and transport services. Manage and facilitate the demand, acquisition and contract management. Manage and conduct compliance Audit. Coordinate and facilitate forensic investigation. Facilitate the conducting of performance Audits. Provide support service to the internal Audit committee. Follow up on the Audits queries. Research and keep abreast of breast practice initiatives and developments within the directorate. Develop business/ strategic plan for the directorate and align it with the Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the chief directorate. Manage the development and coordination of service delivery improvement plan. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the chief directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave in the chief directorate.
<u>ENQUIRIES</u>	:	Ms. Iris Thanjekwayo at 072 788 2364
<u>POST 08/426</u>	:	<u>CHIEF DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: REFS/035521</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive salary package which can be structured according to the individual's needs).
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office)
	:	Matric plus an undergraduate qualification in Law, Environmental Law, Natural Science or relevant qualification on (NQF7) within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level within compliance and monitoring sector. Successful completion of the Senior Management Pre- entry Programme as endorsed by the National School of Government (NSG). Experience in the field of Environment. Valid driver's licence. Competencies: Knowledge of Environmental Management, Environment, Management authorization support, Environmental impact Assessment regulations, Environmental management systems, Understanding of Environmental Management issues in relation to authorizations as well as applicable legal requirements and processes. Understanding of government standard administrative procedures, Proven Leadership and Management, Coordination skills, Organisational and planning, Relationship Management, Stakeholder engagement, Programme and Project Management, Financial Management, Change management. Knowledge Management, Service Delivery Innovation (SDI Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Innovative and proactive. Attributes: Good interpersonal relations. Ability to work under pressure and meet deadlines. Ability to work in a team and independently. Strong Management skills. Problem Solving and Analysis, Client Orientation and Customer Focus, Communication.
<u>DUTIES</u>	:	Manage and provide strategic leadership to the Chief Directorate and contribute to the relevant programmes and responsibilities within the Chief Directorate. Oversee the management and provision of reactive compliance and enforcement services. Oversee the provision of compliance monitoring and enforcement services. Manage and administer the provision of compliance, monitoring and enforcement with regard to national environmental management biodiversity act. Ensure effective management of teams and programmes within the department that monitor and promote compliance with environmental legislation across the different environmental sectors, including

ENQUIRIES

waste and pollution, air quality and biodiversity management Monitor and promote compliance with the National Environmental Management Biodiversity Act (NEMBA) 2004 and other related regulations. Oversee resources (Human, Financial, Equipment/Assets)
: Ms. Iris Thanjekwayo at 072 788 2364

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

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

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. Applications can also be hand delivered to: Evridiki Towers, Registry Office No. B1-73, 19 Biccard Street, Polokwane, 0700 OR posted to Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X9484, Polokwane, 0700.
- CLOSING DATE** : 20 March 2026 @ 16h30
- NOTE** : All costs associated with an application will be the responsibility of the applicant. Applications on e-Recruitment system: Applicants should apply through the following website: <https://erecruitment.limpopo.gov.za> The application on e-Recruitment system must be accompanied by a recent comprehensive CV. The applicant's failure to attach a recent comprehensive CV will result in the application not being considered/disqualified. Applicants using the e-Recruitment System must ensure that all fields are completed correctly as similarly prescribed in the Z83 application form as specified by the Directive on Human Resource Management and Development for Public Service Professionalization Volume 1, paragraph 1.30. The applicant confirms and come to an agreement that all the information presented in his/her electronic application is true, correct and legally binding as soon as he/she submit the application. The confirmation of the application is deemed to be the signature of the Z83. Hand delivered or posted applications (hard copies): Applicants who choose to apply using the hand delivery method (hard copies), must submit their applications on the new Z83 forms as issued by the Minister for Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016). The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents but must submit the fully completed new Z83 and a recent comprehensive Curriculum Vitae. The applicant's failure to fully complete the Z83 and attach a recent comprehensive CV will result in the application not being considered / disqualified. No faxed or emailed applications will be considered. The new Z83 application form can be obtained from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed, signed and initialled by the applicant. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. The comprehensive completion of the Z83 form by the applicant must assist the selection committee toward the suitability assessment of the candidate, based on the information provided on the form. The following must be considered in relation to the completion of the Z83 by applicants: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers. An applicant has responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" "If your professional or occupation requires official registration, provide date and particulars of registration." – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed. Part D: All fields must be completed. Part E, F & G: Noting that there is limited space provided applicants often indicate 'refer to Curriculum Vitae (CV) or see attached', this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a

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

OTHER POSTS

- POST 08/427** : **DEPUTY DIRECTOR: CONTRACTS & PERFORMANCE MANAGEMENTREF NO: C1/26/1**
Directorate: Supply Chain & Assets Management
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
- CENTRE REQUIREMENTS** : Head Office: Polokwane
: An NQF 6 qualification in Contract Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Audit as recognized by SAQA. A minimum of five (5) years' experience in Supply Chain Management environment of which three (3) years must be at an Assistant Director level. Knowledge of Contract Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), SCM Policy and Procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR),

		Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa and DORA. People management skills. Time management. Verbal and written communication skills. Conflict management. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation. Computer literacy. Good governance and Batho-Pele Principles. Team leadership.
<u>DUTIES</u>	:	Manage the functional operation of the Sub-directorate: Supply Chain Contract Management. Manage a contract register for the department. Monitor supplier relations and performance management. Manage contract amendments and variations, including extension of times, renewals and price adjustments. Manage and supervise employees to ensure an effective contract management service and undertake all administrative functions required with regard to financial and HR administration.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/428</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: C1/26/2 (X2 POSTS)</u> Directorate: Provincial Protected Areas Management
<u>SALARY</u>	:	R612 480 – R700 620 per annum, (OSD), (an all-inclusive remuneration package). The remuneration package includes a basic (75% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.
<u>CENTRE</u>	:	Atherstone Nature Reserve (X1 Post) Masebe Nature Reserve (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Nature Conservation / Natural Resources Management / Environmental Management / Natural Sciences as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. Three (3) to five (5) years' experience in Nature Conservation or related fields at a supervisory level. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of the environmental legislation, policies and public service regulations. Strategic planning. Report writing. Firearm handling. People management. Financial and project management. Policy interpretation. Planning and organizing skills. Computer literacy. Management and leadership skills. Analytical thinking. Negotiation skills. Policy formulation. Conflict management and problem solving. Change and diversity management. Work under pressure. Pay attention to details. Communication skills.
<u>DUTIES</u>	:	Manage infrastructure, biodiversity and ecological services at a nature reserves. Implement strategic plans and law enforcement. Oversee tourism activities and stakeholder relations. Resource management and environmental education. Perform ecological functions and promote sustainable utilization and management of natural resources. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/429</u>	:	<u>ASSISTANT DIRECTOR REF NO: C1/26/3</u> Directorate: Tourism Planning & Regulations
<u>SALARY</u>	:	R582 444 – R686 091 per annum (Level 10)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Tourism / Tourism Management / Public Management / Public Administration / Public Relations / Travel & Tourism / Stakeholder Management as recognized by SAQA. A qualification in research and statistics will be an added advantage. A minimum of two (2) to three (3) years' experience in the Tourism field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service. Sound and in-debt knowledge of planning and development strategies. Strategic and analytical thinking skills. Excellent communication and presentation skills. Problem solving and analysis skills. Financial management skills. Conflict management skills. Planning and coordination skills. Human resource management skills. Programme and project management skills. Policy formulation skills. Risk management skills. Performance management and measurement skills. Computer literacy. Facilitation expertise and stakeholder skills. Ability and experience to successfully manage special projects. Community development

facilitation skills. Excellent interpersonal skills. Ability to interpret and apply policies. Law enforcement. Technical procedures. Database formulation and statistics collection.

DUTIES : Identify tourism sector plans for municipalities and ensure alignment with national and provincial plans. Contribute to the development of sectoral strategies and plans. Co-ordinate inputs from industry to support the implementation of programmes that will support growth of the tourism sector. Facilitate the implementation of tourism projects. Co-ordinate government-industry committees and work structures comprising of public and private sector stakeholders. Facilitate inputs into sector policy development, sector strategic planning and business planning. Co-ordinate and monitor the implementation of the Tourism Growth Strategy. Provide support to municipalities for the development of Local Economic Development (LED) programmes. Co-ordinate the collection of economic data, research and statistics to support growth and development of the tourism sector. Establish and manage relations with stakeholders. Establish and monitor the functioning of provincial and local tourism coordinating structures and provide secretariat services. Provide advice and input to policies. Manage resources of the unit. Manage compliance and enforce developed tourism regulations and legislations.

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

POST 08/430 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION REF NO: C1/26/4**
Directorate: Environmental Quality Management

SALARY CENTRE REQUIREMENTS : R498 816 – R690 237 per annum, (OSD)
: Head Office: Polokwane
: An NQF 6 qualification in Natural Science / Environmental Management / Environmental Law / Environmental Science / Biodiversity or equivalent as recognized by SAQA. EAPASA registration in terms of S24H of NEMA. Three (3) to five (5) years' experience in the Environmental Quality Management field. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Good working knowledge of environmental legislation and policies. Practical knowledge of the Environmental Impact Assessment process. Knowledge and understanding of the environmental impact hierarchy and regulations. Sound understanding of other integrated environmental management tools. Understanding of the objectives and provisions of the National Environmental Management Act, 1998, and subordinate legislation. Knowledge of relevant Public Service Acts, Rules and Regulations. Good communication skills (verbal and written). Computer literacy. Presentation skills. Analytical skills. Conflict management and problem solving skills. Project management and interpersonal relations. Ability to evaluate and review documents and timeously produce thorough and informative documents and formulate clear, concise, legally defensible decisions. Good planning and organisation skills.

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

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

POST 08/431 : **ASSISTANT DIRECTOR: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/5**
Directorate: Supply Chain & Assets Management

SALARY CENTRE : R468 459 – R551 823 per annum (Level 09)
: Head Office: Polokwane

<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Finance / Accounting / Economics / Internal Auditing as recognized by SAQA. A minimum of three (3) years' experience in Asset Management / Stores Management / Financial Management at a lower level (salary level 7/8). Valid driver's license (with exception of persons with disability). Skills and Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa. Sound and in-depth knowledge of the relevant prescripts. Knowledge of financial management systems (BAS, LOGIS). Communication skills (verbal & written). People management skills. Negotiation and problem solving skills. Computer literacy. Be able to work in high pressure environment. Time management skills. Conflict management skills. Report writing skills. Planning and organising skills. Policy analysing and interpretation skills. Good governance and Batho-Phele Principles knowledge. Team leadership skills.
<u>DUTIES</u>	:	Provide stores management services. Maintain record keeping in issuing and receiving stock. Monitor stock-taking. Manage the movement of assets within the department. Manage the disposal of movable assets and equipment. Manage inventory levels. Manage stores and warehousing. Provide asset management services. Maintain the asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Order inventory items. Conduct monthly spot-checks and assist with quarterly stock-taking. Safeguarding of Stores. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Manage resources (human, finance, equipment, assets). Promote correct implementation of sound asset management practices.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691
<u>POST 08/432</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: C1/26/6</u> Directorate: Supply Chain & Assets Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 45 – R551 823 per annum (Level 09) Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An NQF 6 qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Finance / Accounting / Economics / Business Management / Business Administration/ Internal Audit as recognized by SAQA. A minimum of three (3) years' experience in Demand Management / Supply Chain Management on level 7/8. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Supply Chain Management Policy, Treasury Practice and Instruction Notes, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and Regulations, Public Financial Management Act, Broad-Based Black Economic Empowerment Act, Administrative Justice Act, Promotion of Access of Information Act, The Constitution of the Republic of South Africa, LOGIS, BAS and CSD systems. Sound written and oral communication skills. Report writing skills. Good planning and organizing skills. Conflict management. Problem solving skills. Computer literacy. Policy analysing and interpretation skills. Time management. Good governance and Batho-Pele Principles. Ability to work under pressure and meet deadlines. Team leadership ability.
<u>DUTIES</u>	:	Coordinate, review, collect and collate information for the annual departmental procurement plan. Coordinate the submission of consolidated procurement plan to Treasury. Analyse and compile monitoring reports on implementation of procurement plans. Coordinate compilation of Bid/Quotation specifications. Provide administrative duties to Bid Specification Committee. Coordinate the benchmarking of market-related prices, commodity (items) analysis and core business of the enterprise. Facilitate deviation from normal procurement processes and reporting to Auditor General and Treasury. Administration of Central Supplier Database (CSD) and LOGIS. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Ms WA Klaassen Tel No: (015) 293 8691

- POST 08/433** : **SENIOR RESORTS OFFICER REF NO: C1/26/7**
Directorate: Provincial Protected Areas Management
- SALARY** : R397 116 – R467 790 per annum (Level 08)
CENTRE : Lekgalameetse Nature Reserve
REQUIREMENTS : An NQF 6 qualification in Hospitality / Tourism / Eco-tourism Management / Foods and Beverages / Business Management / Nature Conservation as recognized by SAQA. A degree in the above-mentioned fields will be an added advantage. A minimum of two (2) to three (3) years' supervisory experience in the Hospitality / Tourism / Foods and Beverages / Business Management / Nature Conservation field. Valid driver's license with PDP (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Knowledge of managerial functions. Knowledge of Finance and Human Resource Management. Planning and organizing. Computer literacy. Sound written and oral communication skills. Policy analysing and interpretation skills. Team work orientated.
- DUTIES** : Manage and monitor the effective and efficient provisioning of hospitality and tourism services. Ensure statutory compliance and guest satisfaction. Maximize resort sales and implement marketing plans. Oversee daily resort operations. Ensure the provision of room attendance and housekeeping services. Manage human resource directly and indirectly.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/434** : **FINANCIAL ADMINISTRATIVE OFFICER REF NO: C1/26/8**
Directorate: Financial Accounting Services
- SALARY** : R325 101 – R382 959 per annum (Level 07)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An NQF 6 qualification in Finance / Financial Management / Financial Accounting / Accounting / Auditing / Public Management as recognized by SAQA. A minimum of two (2) years' experience in Financial Administration. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Sound knowledge of the Public Financial Management Act (PFMA) and Treasury Regulations. Understanding of Public Service policies and legislative framework. Proficiency in financial training and data analysis. Strong communication and problem-solving skills. Ability to prioritize and manage multiple tasks under pressure. Innovation, creativity, integrity and honesty. Excellent customer care and integrity skills. Ability to network and collaborate across units. Planning and organizing skills.
- DUTIES** : Processing PERSAL-related payments (allowances and deductions). Creating personnel and sundry entities on BAS. Capturing payments on BAS and LOGIS. Administering payroll certificates. Processing monthly transfer payments to departmental entities. Prepare accruals and payables disclosure notes. Reconciling departmental key accounts. Advising and updating the department on payroll related matters (e.g. salary adjustments). Administering departmental liabilities. Requesting BAS and PERSAL related reports. Maintaining the payment register. Rendering general financial administrative support.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/435** : **CONSUMER OFFICER REF NO: C1/26/9**
Directorate: Consumer Affairs
- SALARY** : R325 101 – R382 959 per annum (Level 07)
CENTRE : Vhembe District: Thohoyandou
REQUIREMENTS : An NQF 6 qualification in Business Management / Economics / Public Administration / Commercial Law as recognized by SAQA. Two (2) years' experience in Consumer Affairs field, dealing with LPCA, CPA Legislations or inspectorate and investigation environment. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge of relevant legislation (CPA, LPCA, PFMA and PSA). Consumer care skills. Good communication skills (verbal and written). Negotiation skills. Presentation skills. Analytical and problem-solving skills. Report writing skills. Computer literacy. Planning and organising skills.
- DUTIES** : Render administrative support services in the Consumer Affairs offices. Conduct compliance inspections. Conduct investigation of consumer complaints. Conduct consumer education and prepare reports. Liaise with consumers and stakeholders. Administer LPCA and CPA.

- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/436** : **SUPPLY CHAIN OFFICER: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/10**
Directorate: Supply Chain & Assets Management
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Mopani District: Giyani
: An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA. A minimum of two (2) years' experience in Asset Management / Stores Management / Financial Management. Valid driver's license (with exception of persons with disability). Skills And Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR), and the Constitution of the Republic of South Africa. Virtual meeting platforms literacy. Computer literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of the Batho-Pele Principles. Ability to accept responsibility and to work independently.
- DUTIES** : To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Ensure that disposal of assets are in line with organisational policies and procedures. Ensuring all steps are followed and documented. Compile reports on the state of assets, including monthly verification reports and asset tracking reports. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to asset and inventory. Update asset and inventory registers. Stock control of inventory for the district, keep and maintain the asset register of the districts. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/437** : **ADMINISTRATION CLERK REF NO: C1/26/11**
Directorate: Provincial Protected Areas Management
- SALARY CENTRE REQUIREMENTS** : R325 101 – R382 959 per annum (Level 07)
: Blouberg Nature Reserve
: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Public Management / Office Administration fields will be an added advantage. Two (2) years' experience in office administration. Computer literacy (with certificate). Skills and Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Communication skills. Problem solving and analysis. Client orientation and customer focus.
- DUTIES** : Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive/send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the nature reserve. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register for the nature reserve. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the nature reserve. Maintain a leave register for the nature reserve. Keep and maintain personnel records in the nature reserve. Keep and maintain the attendance register of the nature reserve. Arrange travelling and accommodation. Capture and update expenditure in the nature reserve. Check correctness of subsistence and travel claims of officials and submit for approval.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

POST 08/438 : **PROVISIONING ADMINISTRATION CLERK: ASSET & INVENTORY MANAGEMENT REF NO: C1/26/12**
Directorate: Supply Chain & Assets Management

SALARY CENTRE REQUIREMENTS : R228 321 – R268 950 per annum (Level 05)
: Head Office: Polokwane
: An NQF 4 qualification (Grade 12) as recognized by SAQA. An NQF 6 qualification in Assets Management / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Office Management / Finance / Accounting / Inventory / Economics / Public Management / Internal Auditing as recognized by SAQA will be an added advantage. Experience in Asset and Inventory Management will be an added advantage. Valid driver's license (with exception of persons with disability). Skills and Knowledge: Knowledge and understanding of the legislative framework governing the Public Service such as: Public Financial Management Act (PFMA), Treasury Regulations (TR) and the Constitution of the Republic of South Africa. Computer literacy. Virtual meeting platforms literacy. Communication skills (verbal & written). Be able to work in high pressure environment. Knowledge of Batho Pele Principles. Ability to accept responsibility and to work independently.

DUTIES : To ensure the safekeeping of the assets. Record new assets in the asset register and ensure they are bar-coded and properly capitalized. Conduct regular physical asset verification, spot-checks and reconcile physical assets with the asset register. Ensure all asset management activities comply with relevant legislation and policies. Assist in identifying assets and inventory that are due for disposal and that it is in line with organizational policies and procedure, ensure all steps are followed and documented. Capturing of requisition from end-users. Provide supply chain clerical support services within the component. Update asset and inventory registers. Maintenance of accurate records of movement of inventory and assets procured. Facilitate the replenishment of stock. Conduct monthly spot-checks and assist with quarterly stock-taking.

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

POST 08/439 : **FIELD RANGER REF NO: C1/26/13**
Directorate: Provincial Protected Areas Management

SALARY CENTRE REQUIREMENTS : R193 359 – R227 766 per annum (Level 04)
: Blouberg Nature Reserve
: An NQF 4 (Grade 12 / ABET / AET level 3) qualification or equivalent as recognized by SAQA. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Conservation training certificate / qualification is essential from accredited institution. Physically fit. No criminal record. Skills and Knowledge: Knowledge of nature reserve management and nature conservation legislations and policies (national and provincial). Ability to use a firearm. Problem solving and conflict management skills. Client orientation and customer focus. Communication skills.

DUTIES : Assist with the protection of the nature reserve and its natural resources. Conduct patrols and law enforcement operations / programs. Inspect and repair the boundary fence. Infrastructure maintenance. Manage visitors' behaviour and actions in reserves. Report non-compliance. Assist with fire management services. Assist with access control. Assist with monitoring of ecological processes, habitats and biodiversity in nature reserves which include gathering biological and ecological data. Identify and conduct ecological rehabilitation programmes such as soil erosion controls, alien plants removal and bush encroachment programmes. Assist Wildlife Management in other areas and communities. Conduct conservation management programmes (water provision and fire management programmes). Assist with game monitoring and management programmes.

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

POST 08/440 : **FIELD RANGER REF NO: C1/26/14**
Directorate: Wildlife Resources Management

SALARY CENTRE : R193 359 – R227 766.per annum (Level 04)
: Vhembe District: Thohoyandou

- REQUIREMENTS** : An NQF 4 qualification (Grade 12 / ABET / AET level 3) as recognized by SAQA. NQF 6 qualification in Nature Conservation as recognized by SAQA will be an added advantage. An EMI certificate will be an added advantage. Game ranging certificate. Valid SAPS Firearm Competency Certificate (handgun/rifle/shotgun). Valid driver's license (with exception of persons with disability). Physically fit. No criminal record. Skills and Knowledge: Tracking and firearm handling. Report writing skills. Communication skills (verbal & written). Be able to work irregular hours (weekends & public holidays). Be able to travel as and when required. Knowledge of the control of dangerous wild animals. Problem solving and analysis skills.
- DUTIES** : Management of damage causing animals. Assist in gathering relevant and accurate information regarding damage causing animals complaints. Processing of damage causing animal carcasses. Conduct field patrols and observation posts. Regulate the wildlife resources industry. Monitoring of hunting regulated activities. Conduct game farm inspections. Monitor game capture operations. Liaise with stakeholders and clients. Monitor and regulate taxidermists. Investigate cases where Professional hunters and Hunting outfitters are involved. Regulate and monitor the game translocation industry. Monitor game reduction processes in protected areas managed by Provincial Protected Areas Management. Perform inspections on Environmental Centres or facilities for permit renewal purposes.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/441** : **FOOD AID REF NO: C1/26/15**
Directorate: Mec's Support Services
- SALARY CENTRE REQUIREMENTS** : R163 680 – R192 810 per annum (Level 03)
Head Office: Polokwane
- DUTIES** : An NQF 1 or 2 qualification / ABET / AET level 2 certificate or equivalent as recognized by SAQA. Skills and Knowledge: Knowledge of food safety and sanitation. Food presentation skills. Knife skills. Menu knowledge. Knowledge of order-taking and point-of-sale (POS) systems. Beverage presentation skills. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment in dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691
- POST 08/442** : **CLEANER: WORK ENVIRONMENT & FACILITY SERVICES REF NO: C1/26/16 (X2 POSTS)**
Directorate: Security & Facility Management
- SALARY CENTRE REQUIREMENTS** : R138 486 – R163 131 per annum (Level 02)
Mopani District: Giyani (X1 Post)
Vhembe District: Thohoyandou (X1 Post)
- DUTIES** : An NQF 3 qualification (Grade 8 / ABET / AET certificate) or equivalent as recognized by SAQA. Skills And Knowledge: Must be able to function in a team. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques. Ability to use cleaning equipment and products, application thereof according to specified cleaning techniques to ensure acceptable clean and neat appearance of building. Understanding of basic hygiene practices. Chemical handling skills. Knowledge of cleaning products and applications. Ability to read and write. Communication and listening skills. Planning, organising and people skills.
- DUTIES** : Cleaning of offices, reception area, corridors, elevators, boardrooms, kitchen, restrooms, equipment, state property and assets on a daily basis. Keep and maintain cleaning materials and equipment. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bins for collection. Check bathrooms cleanliness regularly. Clean windows on the inside and outside. Store all cleaning equipment and products neatly in the designed cupboards. Provide assistance in the preparations of meetings in boardrooms. Serving water / tea / coffee. Request cleaning materials.
- ENQUIRIES** : Ms WA Klaassen Tel No: (015) 293 8691

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

- APPLICATIONS** : Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification
- Applications may also be hand delivered/posted to: Department of Public Works, Roads and Infrastructure: Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
- For Capricorn District:** Private Bag X9378, Polokwane, 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.
- For Sekhukhune District:** Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
- For Vhembe District:** Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa
- For Waterberg District:** Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.
- CLOSING DATE** : 27 March 2026 at 16h30
- NOTE** : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Proof of the completion of the SMS pre-entry programme (Nyukela) must be submitted prior appointment. 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 link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 08/443</u>	:	<u>DIRECTOR: AUXILIARY SERVICES REF NO: S.4/3/8/98</u> Component: Auxiliary Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills. Group dynamics. Diversity management. Co-ordination skills. Leadership skills. Change and knowledge management. Innovation.
<u>DUTIES</u>	:	Manage the provision of office services: Develop, manage and implement Office Services Plans. Provide office furniture, equipment, protective clothing and printing services. Manage requisitions and purchase orders. Develop and manage telecommunication strategy, policy and practices. Administer hired labour saving devices. Manage the provision of cellphones and landline services. Manage the departmental switchboard services. Manage the provision of fleet management services: Develop and monitor Fleet management procedures and ensure adherence to mandates and directives. Develop, manage and implement Fleet management plans. Facilitate transport acquisition and disposal. Manage subsidised vehicles. Manage government vehicles. Manage theft and accident cases. Manage the provision of records and knowledge management services: Manage the departmental records system. Manage the implementation of electronic records management system. Manage disposal of old records. Manage postal and messenger services. Provide Information management, Knowledge management and innovation plan. Manage and conduct research in information management systems. Provide knowledge transfer strategy and plan. Provide knowledge management implementation plan and monitoring and evaluation tool. Provide knowledge management steering committee and knowledge sharing structures. Provide knowledge management awareness and capacitation of knowledge management champions to promote knowledge sharing. Provide knowledge portal. Manage the provision of physical security services: Develop and monitor facilities requirements. Implement and maintain access control. Conduct physical surveillance of the facilities. Monitor the performance of private security services. Manage in-house security services. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.
<u>POST 08/444</u>	:	<u>DIRECTOR: EPWP INNOVATION AND EMPOWERMENT REF NO: S.4/3/4/16</u> Component: EPWP Innovation and Empowerment
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office - Polokwane
<u>REQUIREMENTS</u>	:	Grade 12/Matric and a qualification at NQF level 7 as recognised by SAQA. Five (5) years of experience at middle/Senior management level. Proof of completion of SMS pre- entry certificate must be submitted before appointed. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Sound and in-depth knowledge of relevant prescripts,

application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes, Labour Relations Act, Public Service Act, Promotion of Access to Information Act, Public Service Regulations, Negotiation skill, Presentation skill, Motivation skill, People management, Financial solving, Planning & organizing, Time management, Strategic planning, Policy analysis and development, Research, Good communication skills, Group dynamics, Diversity management, Co-ordination skills, Leadership skills, Change and knowledge management, Innovation.

DUTIES

: Manage the provision of community empowerment activities: Assist and advice Small Medium and Micro Enterprises (SMME's), Service Providers, Suppliers and Contractors, Non Profit Organisations (NPO's), community groups and cooperatives in assessing opportunities in EPWP. Assist the aforementioned groups in developing bankable business plan to access financing. Identify barriers for the aforementioned groups in the construction value chain and develop strategies to ensure survival in the construction industry. Support approaches that will harness local skills and local resources for the benefit of local communities including adaption of specification and procurement documents. Facilitate skills and capacity development: Prepare Annual Training Plans targeted at EPWP Programme/ Project Managers. Manage and actively participate in capacity development activities with service providers appointed by the department including training workshops, Seminars and Conferences. Monitor EPWP training. Manage post-training impact assessment of projects. Liaise with EPWP Technical Advisers and ensure that the expertise is transferred to relevant departments and the programme. Conduct employment Intensive research: Identify research areas along the construction value chain to boost Local Economic Development and create employment. Manage research projects. Manage the establishment of pilot projects and documentation. Develop linkages with local research entities and institutions of Higher Learning in order to influence LIC Research. Facilitate LIC related research, publish and disseminate research papers and reports. Present the LIC research papers and reports at seminars and conferences. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipments. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

ENQUIRIES

: Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

OTHER POSTS

POST 08/445

: **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: S.4/3/8/99**
Component: Security Management

SALARY

: R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE REQUIREMENTS

: Head Office - Polokwane
Grade 12/Matric and a qualification at NQF level 6 in Security Management as recognised by SAQA. State Security Agency (SSA), Security Grade A/B (PSIRA). 5 years' experience in Security Management environment of which three (3) years MUST be at Junior Management / Assistant Director level. Valid firearm competencies. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Physical security risk control measures. Security principles and practices. MPSS. MISS. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Conflict management.

DUTIES

: Manage the provision of operational risk and security awareness programmes: Develop operational risk and security awareness programmes. Implement security awareness plans. Monitor the provision of workshops on security awareness. Evaluate the security status within the department. Liaise with other departments on security issues. Propose control measures to minimise or eliminate the security risks. Monitor and evaluate the implementation of

Security Policies and Procedures as well as the Security Measures e.g. MISS, MPSS, etc: Develop security procedures. Develop policy for security measures. Develop a contingency plan. Develop, manage and monitor the implementation of security plans and programmes. Advice and attend to security breaches. Propose control measures to minimise or eliminate the security risks. Manage the provision security administrative services. Provide tender bulletin for security advertisement. Maintain the contract(s) for outsourced security. Monitor performance of private security services as per service level agreement. Monitor in – house security guards. Provide specifications for purchasing of security equipment's (Guard Monitoring systems, EACS etc.). Investigate security related cases. Manage physical security appraisals and information security audits by: Verify company documents at PSIRA, Vetting of service providers at SSA. Manage key control. Provide resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/446 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/34**
Component: Corporate Support

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA. Five (5) years' relevant experience of which three (03) years must be at junior management/ ASD level in HRM. PERSAL Certificate / results. A Valid driver's license with the exception of applicants with disabilities. Skills and Knowledge: Strategic Capability and Leadership; People Management and Empowerment; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Decision making; Team leadership; Client Orientation and Customer focus; Communication. Knowledge of relevant public service acts, regulations and frameworks. knowledge and understanding of policy analysis, development and interpretation. communication skills, Ms Office package / computer skills. PFM & Treasury regulations.

DUTIES : Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the district by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour

serving devices and disposal of waste papers by: Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Monitor service level agreements. Manage provisioning and distribution of office and domestic services by: Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/447 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**
GOODS AND SERVICES REF NO: S4/3/9/27
Component: Procurement Management

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office - Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 7 as recognised by SAQA in Procurement/ SCM/Financial Management. Five years' relevant experience within Supply Chain of which three (3) years must be at junior Management level (ASD). Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Supply Chain, Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Strategic capability and leadership. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication Computer skills People management Planning and organising Conflict management.

DUTIES : Manage and develop the goods and services procurement plan: Develop Demand Management policy strategies and processes in line with the Supply Chain Management acts, regulations and directives, Manage and facilitate the approval of infrastructure procurement plan, Manage and communicate the procurement plan, Manage and monitor that is goods and services rendered according to the procurement plan, Manage and compile budget projection as per the departmental needs analysis. Manage and conduct market assessment: Develop and manage market analysis policy, strategies and processes, Develop a purchasing strategy for the department, Develop and conduct market assessment through: Benchmarking; Industry/ market analysis; Market characteristics; Sourcing strategy. Manage supplier database: Facilitate registration of supplier database, Manage and liaise with CIDB about professionals/ contractor's information, Manage the process of verifying supplier and professionals. Manage the functional operation of the goods and services acquisition management: Manage, design and develop acquisition management policies processes and procedures, Compile operational/supply chain acquisition management plan and obtain approval, Manage the execution of the acquisition management plan, Monitor and review the acquisition management activities, Establish Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process: Compilation of bid documents and advertisements, Publishing of bid documents, Receipt (closing and opening) of bid documents, Processing of bid documents. Manage and utilise resources (human, financial, & physical): Report on the utilisation of

equipment's, Evaluate and monitor performance and appraisal of subordinates, Provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/448 : **PROJECT MANAGER – GENERAL MAINTENANCE REF NO: S.4/3/10/28**
Component: Roads Infrastructure Maintenance

SALARY : R896 436 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Capricorn District

REQUIREMENTS : Matric/Grade 12 and a qualification at NQF level 06 as recognised by SAQA in Civil Engineering. 6 years relevant experience in roads construction and maintenance environment, at least 3 years in Junior management position. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Manage the district road maintenance operations: Manage the district works maintenance plan. Manage the implementation of the road maintenance manual. Analyze the inspection reports against the district operational plan. Provide roads maintenance budget projections. Manage and control the utilization of heavy roads construction and maintenance plant and equipment's mainly the shifting of plant from one maintenance center to another. Compile maintenance reports. Analyze the project site reports against the project plan. Manage adherence to Occupational Health and Safety by: Provide specifications for camp resources (sanitation resources etc.). Provide specifications for protective clothing and equipment. Manage roads maintenance production and provide budget. Receive and verify the quality and quantity of camps production. Analyze the production activity of the camps to determine the production cost. Prepare the purchase schedules and monitor the expenditure. Monitor actual cost against the allowable unit cost. Compile the budget inputs and motivations. Allocate the budget to address the needs of the district. Compile and monitor the expenditure. Manage adherence to the relevant prescripts and eliminate waste of resources. Manage stakeholder relations: Receive and analyse the needs and /or queries of the following forum: Local Municipal, Transport, Farmers union, General Public / Tribal Authority. Incorporate the resolutions and suggestions of the forums when developing the maintenance plan where necessary. Manage and maintain the stakeholder relation. Manage the implementation of roads maintenance Expanded Public Works Programme. Manage the district Expanded Public Works Programme needs analysis and projects. Monitor and report on completion of small projects. Manage payment of NYS. Compile the district reports. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612

POST 08/449 : **ARCHITECT - GRADE A REF NO: S.4/3/1/05**
Component: Education Infrastructure Delivery

SALARY : R761 157 per annum, OSD, (to be structured according to Individual needs)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 07 as recognized by South African Qualification Authority (SAQA) in Architecture or relevant qualification. 03 years post qualification in architectural experience required. Compulsory registration with South African Council for the Architectural Profession

(SACAP) as a professional Architect. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Programme and project management. Architectural design and analysis knowledge. Computer-aided engineering and project applications. Research and development. Knowledge of legal compliance. Creating high performance culture. Networking. Professional judgement. 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 : Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance with legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262.

POST 08/450 : **CHIEF ARTISAN: GRADE A (X3 POSTS)**
Component: Building Maintenance

SALARY CENTRE : R480 261 per annum, OSD
: **Mopani district:**
Ba Phalaborwa Building Maintenance Ref No: S.4/3/2/30
Tzaneen Building Maintenance Ref No: S.4/3/2/107
Vhembe district:
Makhado Building Maintenance Ref No: S.4/3/2/91

REQUIREMENTS : Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage Technical Services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure Quality assurance in line with specifications. Manage administrative and related functions: Provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage

subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.

POST 08/451 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: S.4/3/8/100**
Component: Performance Management and Development

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head Office – Polokwane
: Grade 12/ Matric and a qualification at NQF Level 6 as recognised by SAQA in Human Resource Management / Personnel Management/ Public Management / Administration. 3-5 years' experience in human resource management environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Performance Management Framework. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

DUTIES : Facilitate performance management evaluation: Implement performance management policies and procedures and ensure adherence to mandates and directives. Conduct performance evaluation against operational plans of the directorates and districts. Develop circulars and time – table for the submission of annual evaluation forms. Monitor that circulars and time – table are available and accessible. Monitor the updating of PMDS submission database. Monitor issuing timeous PMDS submission statistics reports. Liaise with directorates with regard to outstanding evaluation forms. Conduct quality assurance of performance evaluation forms: Monitor that evaluation form are aligned to the performance agreement. Conduct the process of quality assurance on the performance evaluation forms. Monitor submission process and provide guide on the evaluation process. Facilitate performance management evaluation workshop. Conduct performance evaluation workshop at the district, head office, institutions and cost centers. Distribute performance evaluation forms. Coordinate performance management evaluation and capacity building: Compile submission for appointment of performance management moderation committee members. Provide logistics for moderation committee meeting. Render secretariat for the moderating committee meetings. Implement moderation committee recommendations. Facilitate performance bonus/ incentive appraisal and rewards: Compile performance evaluation schedules. Approve performance bonus transaction on PERSAL system. Compile performance bonus report. Issue feedback letter for satisfactory and unsatisfactory performance. Facilitate probation processes. Liaise with HR on recruited list. Liaise with officer on probation and supervisors to fill the quarterly probation forms. Monitor capturing of probation forms on PERSAL system. Facilitate submission to HOD for permanent appointments of officers. Compile confirmation letter for completion of probation. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/452 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: S.4/3/8/65**
Component: Conditions of Services and Human Resource Provisioning

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Human Resource Management / Personnel Management/ Public Management / Administration as recognised by SAQA. Three (3) years of experience at supervisory level within Human Resource environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. PERSAL certificate/results to be attached. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.

DUTIES : Supervise and provide recruitment services: Draft the advert. Facilitate the advertisement process. Receive applications of registry after the closing date. Administer the applications for shortlisting. Facilitate the shortlisting process. Facilitate the interviewing process. Provide travel arrangements where necessary. Provide statistics of received application per post. Facilitate the appointment services: Compile the report for suitability check: Monitor that appointment contract and assumption of duty is received from the appointees. Provide the appointment report monthly, quarterly and annually. Supervise the administration of human resource transfers: Facilitate transfer of personnel. Effect the translation of personnel upon receipt of approval from the HOD. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/453 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: S.4/3/8/63**
Component: Employee Health and Wellness, Special Programmes and Labour

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF Level 6 in Public Management or Administration/ or Developmental studies as recognised by SAQA. 3-5 years' experience transformation environment with a minimum of three (3) years at supervisory level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge and understanding of key transformation objective. Knowledge and understanding of National Gender Policy Framework. Problem solving and analysis. Confidentiality. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising.

DUTIES : Implement programmes on women, youth, children, the aged, and people living with disabilities: Provide advocacy programmes for nation building. Coordinate the provision of advice to districts. Facilitate the provision of education of public service on women empowerment, skills development for the youth, programmes on caring for children, the elderly and people living with disabilities. Coordinate the participation in crosscutting departmental issues. Facilitate the promotion of equality and equity. Facilitate disability structure. Facilitate improvement of the mainstreaming of disability programmes and youth economic development at all levels. Encourage participation by young people in nation building projects, events and celebrations. Provide social support systems for the children, youth, people with disabilities and the elderly. Popularise rights of the children and women. Analyse and evaluate the developed programmes and projects to alleviate poverty to benefit children. Facilitate departmental celebrations of children's rights and responsibilities. Provide gender mainstreaming: Conduct advocacy workshops. Coordination of

functional gender-based structure in districts. Implement departmental policy and planning in line with the National Gender Policy Framework. Facilitate gender training and education of all staff within the department so as to ensure integration of gender into all aspects of work. Monitor and evaluate departmental projects and programmes to assess whether they are consistent with Nation Gender Policy. Provide Gender focal point programmes. Organise youth events. Participate in the organization of international Women's Day celebration. Organise the departmental Women in Construction events. Organise celebrations for people with disability.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/454 : **ASSISTANT DIRECTOR: OFFICE SERVICES REF NO: S.4/3/8/64**
Component: Office Services

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Head Office – Polokwane
: Grade 12/ Matric and a qualification at NQF Level 6 in Public Administration / Administration or equivalent qualification as recognised by SAQA. Three (3) years' experience at supervisory level within Office Services environment. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills.

DUTIES : Supervise and provide administration of office goods and services. Conduct needs assessment in respect of required number, type of office and domestic furniture. Provide specifications for goods to be procured. Receive goods from the service provider. Coordinate the distribution of goods according to the set norm. Facilitate maintenance and repair of broken office and domestic furniture. Facilitate disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procure Uniform and Protective Clothing. Facilitate the provision of accommodation and related needs (flights, shuttles, etc.). Supervise and provide administration of telecommunication services. Facilitate installations of landlines and extensions needed in accordance to the number of offices and personnel available. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Provide norms for provision of cell phones. Evaluate application for cell phones and make recommendations. Procure cell phones. Monitor compliance to allocated airtime as per norms and standards. Provide monthly statements of account. Provide the monetary value on the usage of telecommunication. Manage the switchboard. Supervise and provide labour saving devices. Monitor the service level agreement with the service providers on labour saving devices. Monitor the compliance of the agreement by the service provider. Facilitate maintenance of the devices as per the agreement. Provide the monetary value on the usage of labour saving devices as per the service agreement. Facilitate payment for labour saving devices. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.) Prepare the budget in line with strategic plans, operational plan and department objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with strategic objective. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262

POST 08/455 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/37**
Component: Letaba Roads Maintenance

SALARY : R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	<p>Sekhukhune district: Mecklenburg Roads Maintenance</p> <p>Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.</p>
<u>DUTIES</u>	:	<p>Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.</p>
<u>ENQUIRIES</u>	:	<p>Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.</p>
<u>POST 08/456</u>	:	<p><u>ARTISAN FOREMAN GRADE A (X2 POSTS)</u> Component: Building Maintenance</p>
<u>SALARY CENTRE</u>	:	<p>R382 047 per annum, (OSD)</p> <p>Mopani district: Tzaneen building maintenance Ref No: S.4/3/8/106</p> <p>Capricorn district: Polokwane building maintenance -Plumbing Ref No: S.4/3/8/18</p>
<u>REQUIREMENTS</u>	:	<p>Appropriate Trade Test Certificate as recognised by SAQA. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.</p>
<u>DUTIES</u>	:	<p>Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.</p>
<u>ENQUIRIES</u>	:	<p>For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075, For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.</p>
<u>POST 08/457</u>	:	<p><u>PROPERTY INSPECTOR: LEASE AND MUNICIPAL SERVICES (X2 POSTS)</u> Component: Properties and Facility Management</p>
<u>SALARY CENTRE</u>	:	<p>R325 101 per annum (Level 07)</p> <p>Mopani District Ref No: S.4/3/3/41</p>

<u>REQUIREMENTS</u>	: Capricorn district Ref No: S.4/3/3/116 Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, BSc Property Studies and degree in Property Valuation as recognised by SAQA. 2 – 3 years' experience in property management / real estate. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: high level of reliability, report writing. Language skills Computer Literacy. Sound organisational skills Good people skills High level of reliability Report writing. Written communication, Ability to act with tact and discretion, Good grooming and presentation, Investigation skills. Language skills. Computer literacy. Sound organizational skills, good people skills.
<u>DUTIES</u>	: Inspect property for rental purposes. Conduct property assessment before handing – over to occupants for rental purposes. Conduct property conditional assessment on termination of rental. Compile the reports for property condition. Monitor condition of the lease agreement during the rental period. Ensure that tenant pays key deposit prior occupation. Opening of job cards on behalf of tenants. Investigate subletting of tenants: Conduct tenant audit to ensure that tenants are not subletting. Conduct regular inspection in rented properties. Investigate property complains and compliance. Enforce conditions of the Lease Agreements. Compile tenant vacating report and inspection. Monitor and ensure that vacating tenants are liable for all damages. Facilitate the refunding of key deposit to the tenants. Conduct space audit. Provide office measurements. Monitor adherence to space norms. Monitor adherence to OHS Act.
<u>ENQUIRIES</u>	: For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.
<u>POST 08/458</u>	: <u>ADMINISTRATIVE OFFICER: LAND MANAGEMENT REF NO: S.4/3/3/95</u> Component: Property and Facilities Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07) : Waterberg district : Grade 12/Matric, National Diploma NQF 6 / NQF level 7 in Real Estate, BSc Property Studies and degree in Property Valuation as recognised by SAQA. 2-3 years' experience in Property Management environment. Valid driver's license with exception of people with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Provincial Land Administration Act, 1998. Government immovable asset management Act. Provincial infrastructure delivery management system. Spatial planning and land use management act Property valuation. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
<u>DUTIES</u>	: Provide district asset register: Implement processes for assets registering. Provide records of new properties and update asset register. Identify, inspect and investigation of fixed state properties. Identify and register state farms in the district. Provide information regarding state land, schools, and houses. File erven in an appropriate Asset Register. Identify the location of properties and ownership. Process of transferring property to private tenants and municipalities. Compile list of sec 14 schools (public schools built in private properties). Provide disposal and transfer of State properties: Implement disposal and transfer policies and plans. Implement processes to dispose and transfer state properties. Identify redundant properties. Submit list of redundant properties identified to Head Office. Update the asset register in terms of disposals and transfers. Provide information for compilation of business cases for disposal and transfer. Dispose in terms of the departmental policy and decisions of the disposal committee. Provide property ownership with deeds office. Ensure that properties are vested in the name of Province of Limpopo. Provide information to document offer to purchase. Facilitate registration of property in the name of tenants after full purchase price has been paid. Receive disposal letter after Head Office has finalized the process. Remove the property from the Asset Register. Conduct & facilitate the process of land acquisition: Implement land acquisition and vesting policies and plans. Implement land acquisition and vesting processes. Provide vesting of state properties. Identify properties for acquisition and vesting at districts. Update

the assets register in terms of property acquisition and vesting. Provide advice on the acquisition of immovable property for office space. Verify as to whether the property is vested Nationally, Provincially and locally. Assist with the implementation of the vesting of properties. Verify National Rural Legislative data in terms of property information. Check the reference numbers from the Deeds Office for land use. Facilitate requests for zoning certificates. Facilitate requests for clearance certificates. Provide office accommodation to provincial departments, district & local municipalities: Implement office space policies and procedures and space norms. Collect information to determine space norms for offices. Apply space norms for offices against existing utilisation trends. Design office floor layout. Determine needs for parking at different offices. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 08/459 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: S.4/3/9/176**
Component: Fetakgomo- Tubatse Stores

SALARY CENTRE REQUIREMENTS : R325 101 per annum Level 07
: Sekhukhune district- Fetakgomo- Tubatse Stores
: Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/ Management / Administration, Logistics/ Assets Management. 02 years' supervisory position in Logistics/ Assets Management. Valid driver's license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations, Knowledge and understanding of the following: Assets Management procedures, Procurement Procedures, PFMA, DORA, PPPFA, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organizing.

DUTIES : Manage stock needs analysis and performance: Conduct stores needs analysis, Compile monthly stores specification report and submit to the district office, Compile the stores budget analysis, Compile register of frequently and non -frequent used items. Manage the stores: Receive goods from the supplier, Approve stores received on the system, Monitor the issuing of stores and the Bin cards, File all documents in a chronological order and compile monthly report. Manage stock taking: Check stock against the tally cards and bin cards, Balance the ledger at the end of the year, Identify redundant, non-serviceable and obsolete equipment for disposal, Compile monthly stock-taking reports. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of employees, Ensure capacity and development of staff, Enhance and maintain employee motivation and cultivate a culture of performance management, Manage discipline, Manage division leave matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 08/460 : **STATE ACCOUNTANT REVENUE AND SYSTEMS CONTROL REF NO: S.4/3/9/188**
Component: Management Accounting

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office- Polokwane
: Grade 12/ Matric and a qualification at NQF level 6 as recognised by SAQA in Financial Accounting/Management/Business Management. Two (02) years of experience in Financial Administration and Accounting environment. Trained on finance systems (BAS, LOGIS, PERSAL and PASTEL). Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Public Service Acts, regulations and frameworks. Knowledge of PFMA, Treasury Regulations, Directives, Notes and DORA. Knowledge on financial systems BAS, LOGIS, PERSAL. Knowledge and understanding of policy

		analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing.
<u>DUTIES</u>	:	Provide revenue collection: Verify collected cash against the receipt book. Capture receipt on BAS. Provide cash book: Reconcile cash book and deposit slip. Monitor closure of books. Provide weekly, monthly, quarterly and yearly cash book reports. Provide system maintenance: Provide maintenance of the financial system. Verify captured code structure against the departmental organizational structure. Activate removed and or inactive items. Capture new parameters and maintain the existing parameters. Provide user support: Advice and verify and user support functions to the users per directorate. Investigate blocked ids. Allocate functions. Monitor system output.
<u>ENQUIRIES</u>	:	Ms Ledwaba RE, Ms. Hanyane NP, Mr. Moabelo MJ and Ms. Motsai S Tel No: (015) 284 7570/7586/7627,7262
<u>POST 08/461</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: S.4/3/8/75</u> Component: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Mopani District Grade 12/ Matric and at qualification at NQF level 06 as recognized by SAQA in Logistics, Transport Management, Public Management, Public Administration. 02- 03 years' experience in relevant environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge & Skills: Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Conflict Management.
<u>DUTIES</u>	:	Provide the administration of District's Government owned and subsidised motor transport. Provide departmental fleet acquisition services. Administer the renewal process of vehicle licences. Issue government vehicle. Facilitate the maintenance and repair of government vehicle. Render accidents administration. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Provide the administration of Telecommunication systems of the district. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Provide the administration and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers. Ratify and process the invoices. Monitor compliance to service level agreements. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. Provide the administration and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates.
<u>ENQUIRIES</u>	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

<u>POST 08/462</u>	:	<u>ARTISAN PRODUCTION GRADE A (X2 POSTS)</u> Component: Building Maintenance
<u>SALARY CENTRE</u>	:	R243 597 per annum, OSD Capricorn district: Carpentry Services Ref No: S.4/3/2/18 Vhembe district: Mutale Building Maintenance (Electrical) Ref No: S.4/3/2/21
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.
<u>DUTIES</u>	:	Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 08/463</u>	:	<u>ADMINISTRATION CLERK REF NO: S.4/3/9/191</u> Component: Thohoyandou Stores
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Vhembe district - Thohoyandou Stores A qualification at NQF level 04 as recognized by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic Competencies Job Knowledge Communication Interpersonal relations Flexibility Teamwork. Technical Competencies Computer skills Planning and organising Language Good verbal and written communication skill.
<u>DUTIES</u>	:	Place order: Receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
<u>POST 08/464</u>	:	<u>ADMINISTRATION CLERK (X3 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Mopani district: Tzaneen Building Maintenance Ref No: S.4/3/2/57 (X1 Post) Waterberg district: Bela-Bela & Modimolle Building Maintenance Ref No: S.4/3/2/104 (X2 Posts)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills:

<u>DUTIES</u>	:	<p>Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.</p> <p>Render administration clerical support of building maintenance: Receive documentation for building maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component.</p> <p>Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, Keep and maintain the asset register of the component.</p> <p>Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours, Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.</p>
<u>ENQUIRIES</u>	:	<p>For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075</p> <p>For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.</p>
<u>POST 08/465</u>	:	<p><u>ADMINISTRATION CLERK REF NO: S.4/3/10/178</u> Component: Roads Infrastructure Maintenance</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R228 321 per annum (Level 05)</p> <p>Capricorn District – Skeiding Roads Maintenance</p> <p>A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.</p>
<u>DUTIES</u>	:	<p>Render administration clerical support of roads maintenance: Receive documentation for roads maintenance, Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance, Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component.</p> <p>Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.</p>
<u>ENQUIRIES</u>	:	<p>Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.</p>

- POST 08/466** : **ADMINISTRATION CLERK: ACQUISITION MANAGEMENT REF NO: S.4/3/9/182**
Component: Roads Infrastructure Maintenance
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Mopani District
: A qualification at NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Generic And Technical Competencies: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer skills. Planning and organising. Language. Good verbal and written communication skills.
- DUTIES** : Provide the acquisition of goods and services: Render clerical support. Request for quotation. Receive quotation. Place order. Issue purchase order. Capture specification on the electronic purchasing system. Provide supplier database: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Provide bids: Issue bids. Receive bids. Provide logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Provide bids evaluation: Make arrangements for evaluation of bids and quotations. Captured information for all bids and quotations. Customise changes on standard evaluation criteria.
- ENQUIRIES** : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
- POST 08/467** : **ROAD WORKS FOREMAN REF NO: S.4/3/10/51**
Component: Routine Maintenance
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Waterberg district (Hessi se Water Roads Maintenance)
: A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Knowledge and Skills: Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis Decision making Team leadership Creativity Financial management Customer focus and responsiveness Communication People management Planning and organising Conflict management.
- DUTIES** : Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
- POST 08/468** : **TRADESMAN AID (X14 POSTS)**
Component: Building Maintenance
- SALARY CENTRE** : R163 680 per annum (Level 03)
: **Mopani district:**
Giyani Building Maintenance Ref No: S.4/3/2/40 (X1 Post)
Tzaneen Building Maintenance Ref No: S.4/3/2/72 (X2 Posts)
Ba-Phalaborwa Building Maintenance Ref No: S.4/3/8/102 (X1 Post)
Carpentry Services Ref No: S.4/3/8/103 (X1 Post)
Sekhukhune district:
Thabamopo Ref No: S.4/3/2/44 (X2 Posts)
Ephraim Mogale Building maintenance Ref No: S.4/3/2/63 (X1 Post)
Waterberg district:
Bakenburg Ref No: S.4/3/2/101 (X1 Post)
Modimolle building maintenance Ref No: S.4/3/2/66 (X5 Posts)

<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills and Knowledge: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.
<u>DUTIES</u>	:	Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.
<u>ENQUIRIES</u>	:	For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075 For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
<u>POST 08/469</u>	:	<u>ROAD WORKER (X7 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District: Dendron Ref No: S.4/4/3/153 (X1 Post) Sekhukhune district: Nebo Road Maintenance Ref No: S.4/3/10/173 (X1 Post) Mecklenburg Road Maintenance Ref No: S.4/3/10/172 (X1 Post) Waterberg district: Hessie se Water Ref No: S.4/3/10/180 (X1 Post) Tolwe Ref No: S.4/3/10/179 (X1 Post) Mokopane Road Maintenance Ref No: S.4/3/10/181 (X1 Post) Mopani district: Drainage Structures Ref No: S.4/3/10/177 (X1 Post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. Skills And Knowledge: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.
<u>DUTIES</u>	:	Perform routine activities in respect of road maintenance and construction through: Construction of culvet and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/470</u>	:	<u>DRIVER OPERATOR (X11 POSTS)</u> Component: Routine Maintenance
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Capricorn District: Matlala Roads Maintenance Ref No: S.4/3/10/183 (X1 Post) Dendron Roads Maintenance Ref No: S.4/3/10/176 (X1 Post) Sekhukhune District Re-advert: Hoeraroep Ref No: S.4/3/10/175 (X2 Posts) Mecklenburg Roads Maintenance Ref No: S.4/3/10/161 (X1 Post) Waterberg district: Regravelling Ref No: S.4/3/10/181 (X3 Posts) Tolwe Ref No: S.4/3/10/145 (X1 Post) Roedtan Roads Maintenance: Ref No: S.4/3/10/181 (X1 Post) Mopani district: (X1 Post) Re-advert Ba-Phalaborwa Roads Maintenance Ref No: S.4/3/10/122 (X1 Post)

<u>REQUIREMENTS</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience. Skills and Knowledge: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.
<u>DUTIES</u>	:	Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	:	For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612. For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330. For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/471</u>	:	<u>DRIVER REF NO: S.4/3/2/84</u> Component: Naphuno Building Maintenance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 per annum (Level 03) Mopani district – Naphuno Building Maintenance
<u>DUTIES</u>	:	A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience. Knowledge and Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship.
<u>ENQUIRIES</u>	:	Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
<u>POST 08/472</u>	:	<u>GROUNDSMAN (X5 POSTS)</u> Component: Facilities Services
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Mopani district: Maruleng Cost Centre Ref No: S.4/3/3/119 (X1 Post) Giyani Cost Centre Ref No: S.4/3/3/120 (X1 Post) Baphalaborwa Cost Centre Ref No: S.4/3/3/112 (X1 Post) Facilities Services Ref No: S.4/3/3/95 (X1 Post) Waterberg district: Modimolle / Mookgopong cost centre Ref No: S.4/3/3/68 (X1 post)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 2 as recognized by SAQA. Skills And Knowledge: cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic numeracy. Basic interpersonal relationship. Basic literacy. Organizing.
<u>DUTIES</u>	:	Maintain premises and surroundings: clean premises and surroundings. Empty dirty bins. Maintain the Garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunction of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Keep gardening materials and equipment: Cleaning of machines and equipment after use request gardening materials.

- ENQUIRIES** : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Waterberg: Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
- POST 08/473** : **GENERAL WORKER/STORES ASSISTANT (X4 POSTS)**
Component: Giyani Stores, Naphuno stores, Tzaneen stores & Logistics & Asset Management
- SALARY CENTRE** : R138 486 per annum (Level 02)
: **Mopani district:**
Naphuno Stores Ref No: S.4/3/9/194 (X1 Post)
Giyani Stores Ref No: S.4/3/9/195 (X1 Post)
Tzaneen stores Ref No: S.4/3/9/196 (X1 Post)
Sekhukhune district:
Logistics & Asset Management –S.4/3/9/183 (X1 Post)
- REQUIREMENTS** : A qualification at NQF Level 2 as recognized by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Provide general assistant work: Off – load equipment's and goods to the stores during delivery. Load equipment's or goods upon request. Deliver stores to relevant offices. Clean stores and government vehicles: Clean government vehicles. Clean relevant workstation.
- ENQUIRIES** : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330
- POST 08/474** : **CLEANER REF NO: S.4/3/3/96**
Component: Property and Facilities Management
- SALARY CENTRE** : R138 486 per annum (Level 02)
: Waterberg district: Mogalakwena Cost Centre
- REQUIREMENTS** : A qualification at NQF level 02 as recognised by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.
- DUTIES** : Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, Cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas, Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils, Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines(microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.
- ENQUIRIES** : Ms MD Mokonyane, Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS.
The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Applications must be posted to: The Director: Human Resource Management, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X11328, Mbombela, 1200. OR Email to: Coghstarecruitment@mpg.gov.za Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
- FOR ATTENTION** : The Director: HRM & D
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on a prescribed New Z83 application form fully completed, obtainable from any Public Service department. Applications must be accompanied by a recently updated comprehensive CV. Shortlisted candidates will be required to submit certified copies of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants are discouraged from sending application through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. All shortlisted candidates will be subjected to personal suitability checks on criminal records, citizenship verification, financial records, employment references and qualification verification. 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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the Applicant's responsibility to have foreign qualifications evaluated by the South African Authority (SAQA). The successful candidate will be expected to sign a performance agreement with the Department. The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer and preference will be given to the suitable qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make appointment(s) to these positions.

OTHER POST

- POST 08/475** : **CANDIDATE ELECTRICAL ENGINEER**
- SALARY** : R761 157 per annum, (all-inclusive OSD package)
- CENTRE** : Head Office (Mbombela)
- REQUIREMENTS** : A Senior Certificate and a Bachelor's degree in Engineering (BEng/BSc Eng) in Electrical Engineering or a relevant qualification recognised by the Engineering Council of South Africa (ECSA). Compulsory registration with the ECSA as a Candidate Engineer. Experience in the Municipal electrical infrastructure planning, development, or maintenance, including the implementation of grant projects. Experience with alternative energy or renewable energy will be an added advantage. A valid driver's License. Sound knowledge of relevant legislation and legal compliance. Skills in Planning, Organising, Project Management, Engineering design and analysis. Knowledge of infrastructure development and programme management. Strong communication skills (both verbal and written), Proficiency in Computer Literacy and Inter-Governmental collaboration Skills and Competencies: Planning, Organising, Project Co-ordination and Management; Technical problem solving and Innovation; Computer-aided engineering applications; Technical report writing; Teamwork and collaboration; Decision making; Analytical skills; Self-Management; Customer focus and Responsiveness; Communication (Verbal and Written); Computer Literacy.
- DUTIES** : Support in the planning, designing, implementation and maintenance of electrical infrastructure projects. Conduct technical site assessment to inform project designs, design new systems to address practical engineering challenges and improve efficiency and enhance safety planning, designing,

operation and maintenance of engineering projects, develop cost-effective solutions and engineering plans that comply with standards and project requirements, evaluate existing technical manuals, business plans, procedures and standard drawings to incorporate new technologies, The development and implementation of energy plans, develop and evaluate bids. Specifications, monitor and support project and programmes, expenditure and service delivery, report on service delivery, assist in training and development of junior technical staff. Supervise engineering work, administer performance and development plans. Manage resources and facilitate budget planning, Procurement and personnel administration, conduct research to stay updated on new technologies and procedures. liaise with relevant bodies / councils on engineering related matters and follow approved development programmes for the registration process.

ENQUIRIES

: Mr PP Mokwena Tel No: (013) 766 6225 and Mr. QN Lubisi Tel No: (013) 766 6495

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ROADS AND PUBLIC WORKS**

*The provincial administration of the northern cape is an equal opportunity, affirmative action employer.
Persons with a disability are encouraged to apply.*

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only, via <http://ncrpw.ncpg.gov.za>
- CLOSING DATE** : 20 March 2026
- NOTE** : Applications must be submitted on form Z.83 obtainable from any Public Service Department as well as a comprehensive curriculum vitae. Any Z83 form that is not signed will disqualify the application. The specific reference number of the post must be quoted. Failure to submit all requested documents will result in the application not been considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was unsuccessful. Communication from 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 on or before the day of the interview following communication from HR. Note that all suitable candidates will be subjected to a satisfactory personnel suitability check (criminal records checks, citizenship verification, qualification verification). Successful candidates will also be subjected to a security clearance process. Non-RSA citizens/permanent residents permit holders must attach a copy of their permanent residents permit to the application. Should you be in possession of a foreign qualification, it must be accompanied by the evaluation certificate from the South African Qualifications Authority (SAQA). The Department of Roads and Public Works 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. All applications must reach the Department of Roads and Public Work before 16:00 on the day of the closing date. Incomplete applications and applications received after the closing date will be disqualified.

OTHER POSTS

- POST 08/476** : **DEPUTY DIRECTOR: BUDGET & EXPENDITURE CONTROL (MANAGEMENT ACCOUNTING) REF NO: DRPW/HR01/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all - inclusive remuneration package)
: Kimberley
: B. Com degree/Diploma in Financial Management with minimum of five (5) years relevant experience in management accounting at supervisory/management level, extensive knowledge of the financial management legislative framework & related legislation, competencies in Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Monitoring, Evaluation and Performance Management qualities; A valid Code B driver's license.
- DUTIES** : Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required, monitor compliance with financial prescripts, ensure that information for planning purposes are collected and analysed properly, manage, review, analyse and quality assure the budget preparation process, co-ordinate, review, analyse and quality assure the management accounting reporting processes, ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers, ensure that all roll-over requests are considered, proposal developed and submitted to the CFO for consideration, ensure that the approved roll-overs are incorporated in the adjustment budgets, assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends, ensure the assessment of expenditure trends and the development of proposals on the virement or

shifting of funds, maintain discipline, management of performance and development, undertake human resource and other related administrative functions, serve on transverse task teams as required, procurement and asset management, planning and allocate work, quality control of work delivered by employees, functional technical advice and guidance.

ENQUIRIES

: Mr. D. van der Merwe Tel No: (053) 839 2221/2220

POST 08/477

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DRPW/HR02/2026**

**SALARY
CENTRE**

: R896 436 per annum (Level 11), (all - inclusive remuneration package)
: Kimberley

REQUIREMENTS

: B. Comm Degree or equivalent qualification in Risk Management; Accounting; Internal Accounting or Business Management. Five (5) years' working experience in the Risk and Internal Control. Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies; the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organizational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills Registration with Institute of Risk Management South Africa (IRMSA) and completed articles would be advantageous. A valid Code B driver's license.

DUTIES

: The successful candidate will be responsible for reviewing activities incorporated in the Risk, Fraud and Ethics Implementation Plans to ensure alignment to Strategic, Annual and Business plans; disseminating the Risk Implementation plan to internal management structures for Inputs; reviewing consolidated inputs on the draft Risk Implementation Plan; monitoring effectiveness of work performed as per the Risk Implementation Plan; reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation Plan; to develop the Risk Management and Anti-Fraud and corruption policies, strategies and frameworks; ensuring that fraud and risk management frameworks are work-shopped to Department's officials; managing; facilitating fraud and risk assessment workshops; ensuring the development of Departmental fraud and risk registers with mitigation strategies; monitoring the effective implementation of mitigation strategies; providing progress reports on the effective implementation of mitigation strategies to the RMC; reviewing the Risk Management Committee Charter (Terms of Reference); preparing quarterly Risk Management progress reports including Anti-Fraud and Corruption to Risk Management Committee and Audit Committee; developing and maintaining internal anti-corruption systems; reviewing alleged cases of fraud and continuously updating case management register; reviewing the results of preliminary conducted investigations; reviewing gathered and analysed relevant information.

ENQUIRIES

: Mr. D. van der Merwe Tel No: (053) 839 2221/2220

POST 08/478

: **DISTRICT ENGINEER GRADE A REF NO: DRPW/HR03/2026**

**SALARY
CENTRE**

: R879 342 per annum, (OSD)
: Springbok (District Office) (Road maintenance)

REQUIREMENTS

: Engineering degree (B Eng/BSC (Eng), a minimum of 3 years post qualification engineering experience in road maintenance required, compulsory registration with ECSA as a Professional Engineer, a valid code B driving license. Knowledge: All road related acts, ordinance, policies, standards and norms. Project management, technical design and analysis, advertising on Roads and Ribbon Development Act of 1940, South African Road Traffic Sign Manual, Occupational Health and safety. Public Finance Management Act. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing, Creating high performance culture, Professional judgment, Networking.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, plan, design, operate and maintain engineering projects, Develop cost effective solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate

new technology, Ensure training and development of technicians, Coaching and developing personnel reporting to him/her, Provide inputs towards the compilation, operation and execution of annual business plans for the District. Perform management function in relation to routine road maintenance of provincial roads in the district, Manage, supervise, and control technical related personnel and assets, Supervision of all road maintenance activities to ensure quality production. Wayleave investigations and approvals, Ensure Job creations through labour intensive projects, Management of administrative and related functions in the District Maintenance unit, Ensure the promotion of safety in line with statutory and regulatory requirement. Investigate road user complaints received in the district. Compiling and submitting reports as required.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 08/479 : **ENGINEERING TECHNOLOGIST REF NO: DRPW/HR04/2026**

SALARY CENTRE : R453 576 per annum, (OSD)
: Kimberley

REQUIREMENTS : Applicants must be in possession of a Bachelor of Technology in Engineering (B Tech) with 3 years' post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Computer literacy is a further prerequisite. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with contractors, consultants, public, and all government departments.

DUTIES : The successful candidate will be responsible for the following: Provide technological advisory service; Support Engineers, Technicians and associates in field, workshop and office activities and Promote safety standards in line with statutory and regulatory requirements. Develop, maintain and manage current technologies, and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions, research and development.

ENQUIRIES : Mr. C. Bailey Tel No: (053) 839 2172

POST 08/480 : **CHIEF WORKS INSPECTOR (BUILDING) REF NO: DRPW/HR05/2026**

SALARY CENTRE : R397 116 per annum (Level 08)
: Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Building/Construction and 3 - 5 years' experience or a N3 Certificate and a passed trade test in the building environment. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to be able to liaise with SCM, Suppliers, Contractors, Support Staff and client Departments.

DUTIES : The successful candidate will be responsible for the following: To plan and execute inspections for minor new and maintenance work on project sites and to ensure that work is being done in compliance with relevant regulations and legislation, Compilation of technical specifications for maintenance and minor works, Project inspection and reporting on quality, cost, time and contractor performance, Contract management and administration, Compliance to relevant regulations, policies, works procedures and methods on building projects, facility condition auditing and reporting for planned and unplanned programmes.

ENQUIRIES : Ms. K.N. Ndaba Tel No: (053) 861 9600

POST 08/481 : **CHIEF WORKS INSPECTOR (MECHANICAL) REF NO: DRPW/HR06/2026**

SALARY CENTRE : R397 116 per annum (Level 08)
: Kimberley

REQUIREMENTS : Applicants must be in possession of a National Diploma in Mechanical Engineering/ 5 years mechanical experience or N3 Certificate with a completed apprenticeship and/or hold proof of passing an official mechanical trade test. The appointee will be required to work overtime on occasion and travel extensively and must, therefore, be in possession of a valid Code EB driver's license. Applicant must have good interpersonal and communication skills to

- be able to liaise with different Directorates, Private Service Providers, and Client Departments.
- DUTIES** : The successful candidate will be responsible for the following: To plan and execute inspections for minor, new and maintenance works on project site and to ensure that work is being done in compliance with relevant regulations and legislation, specifically machinery compliance to conduct and it survey, to compile estimates, prepare specification, compile technical reports, handing new sites, compile payments, conduct regular routine inspections, take first and final deliveries under supervision.
- ENQUIRIES** : Ms. K.N. Ndaba Tel No: (053) 861 9600
- POST 08/482** : **CHIEF REGISTRY CLERK REF NO DRPW/HR08/2026**
- SALARY** : R325 101 per annum (Level 07)
CENTRE : Upington
REQUIREMENTS : Senior Certificate with 3 - 5 years' experience. Knowledge on the design of the filing plan, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of registry duties, practices as well as the ability to capture data, good communication and written skills, good interpersonal and problem-solving skills.
- DUTIES** : Monitoring of all incoming and outgoing correspondence, administer the distribution and allocation of duties, ensure that messengers distribute documentation to relevant offices in the organization, and dispatch of documents to other departments/bodies, update the register of files opened to avoid duplication, ensure that revision and amendments to the file plan are reported to the file plan users, check files for misfiling, ensure the correct reference numbers are assigned on incoming and outgoing correspondence, ensure that correspondence is filed on the correct subject file.
- ENQUIRIES** : Mr. T. Nyongwana Tel No: (054) 3324473
- POST 08/483** : **WORKS INSPECTOR REF NO: DRPW/HR07/2026**
- SALARY** : R269 499 per annum (Level 06)
CENTRE : Kuruman
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent or a N3 and a passed trade test in the building environment, a valid driver's license.
- DUTIES** : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation, conduct inspections on work done or to be done to check that proper quality control is maintained, compile an estimate of repairs and costs for minor work and maintenance work to be undertaken, maintain an electronic record system for work being done and work that was finalized, develop progress reports on outstanding and finalized work, develop and interpret plans and sketches, draw-up quotation documents and compile specifications, participate in the adjudication process and provide recommendations on quotations, liaise with relevant stakeholders in respect of technical aspects, inspect work done by contractors to determine whether it is in compliance with all relevant prescribed standards, advise and guide contractors in respect of the relevant legislation and regulations, compile payment documents, compile and process variation orders and requests for the extension of deadlines, ensure effective contract administration, timeous development of reports on problems emanating from projects.
- ENQUIRIES** : Mr. L.J. May Tel No: (053) 773 9400
- POST 08/484** : **FOREMAN REF NO: DRPW/HR09/2026**
- SALARY** : R228 321 per annum (Level 05)
CENTRE : Griekwastad
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Three (3) years road work maintenance experience. Competencies: Be able to operate all machinery utilised by the Road maintenance teams.
- DUTIES** : The successful candidate will be responsible support road construction and/or maintenance work through the construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through application of safety and

precautionary measures, conduct inspections, exercise control over tools, supplies and other equipment, allocate tasks and oversee work performance and maintenance of equipment, co-ordinate blading program.

ENQUIRIES : Mr. V. Mhlauli Tel No: (053) 861 9600

POST 08/485 : **ROAD WORKER (X5 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Carnarvon Ref No: DRPW/HR010/2026 (X2 Posts)
Prieska Ref No: DRPW/HR011/2026 (X3 Posts)
REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 6311355

POST 08/486 : **ROAD WORKER (X2 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTRE : Springbok Ref No: DRPW/HR012/2026 (X1 Post)
Calvinia Ref No: DRPW/HR013/2026 (X1 Post)
REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent).
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Ms. R. van Hinsbergen Tel No: (027) 712 2170

POST 08/487 : **ROAD WORKER REF NO: DRPW/HR014/2026**

SALARY : R163 680 per annum (Level 03)
CENTRE : Kuruman
REQUIREMENTS : NQF level 1 or 2 (Abet level 2 certificate or equivalent)
DUTIES : The successful candidate will be responsible to ensure that routine maintenance is completed on a regular basis, which will involve the maintenance on paved and unpaved roads and planning and execution of works, daily administrative duties including the administering of log sheets and staff leave forms and the maintenance of road furniture.

ENQUIRIES : Mr. L.J. May Tel No: (053) 773 9400

POST 08/488 : **OPERATOR (GRADER) REF NO: DRPW/HR015/2026**

SALARY : R163 680 per annum (Level 03)
CENTER : De Aar
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Driver's license Code EC and operating certificate five (5) years' experience in operating specialized equipment, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP.
DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. T.K. Tolong Tel No: (053) 631 1355

POST 08/489 : **OPERATOR (GRADER) REF NO: DRPW/HR016/2026 (X3 POSTS)**

SALARY : R163 680 per annum (Level 03)
CENTER : Uppington/Kakamas
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent), Driver's license Code EC and operating certificate five (5) years' experience in operating specialized equipment, Have knowledge and experience in building, maintenance and preparation of roads. Valid PDP.

DUTIES : Operate the machine as per site instruction. Responsible for the daily check sheet, recording of diesel/oil usage, dip stick readings and recording of plant records. Follow cell levels, compaction, maintain good access roads covering. Be able to mix waste correctly. Maintain standard levels due to the nature of machine. Report incidents and accidents promptly. Ensure safe working procedures on site.

ENQUIRIES : Mr. G. Keyser Tel No: (054) 3324473

POST 08/490 : **CLEANER REF NO: DRPW/HR017/2026**

SALARY : R138 486 per annum (Level 02)

CENTRE : De Aar

REQUIREMENTS : ABET.

DUTIES : Provision of cleaning services (cleaning office corridors, elevators and boardrooms, clean general kitchens, cleaning restrooms), keep and maintain cleaning materials and equipment (report broken cleaning machines and equipment, cleaning of machines and equipment after use, request cleaning materials).

ENQUIRIES : Mr. E.T. Jobe Tel No: (053) 631 1355

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

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

APPLICATIONS : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Southern Life Building, Cnr Du Toitspan and Chapel Street, Kimberley, 8300. "Note" in line with DPSA Circular 19 of 2022, applicants should submit applications on the new Z83 form only. Applications should be done on the following link <https://form.jotform.com/260552809018558>

FOR ATTENTION : Ms J.J Jafta

CLOSING DATE : 20 March 2026

NOTE : Note" in line with DPSA Circular 19 of 2022, (Only Z83 and CV are submitted, on other documents) the form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications 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. Should you be 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 to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. 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 department reserves the right not to make appointments to the advertised post. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form will lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POSTS

- POST 08/491** : **CASHIERS (REVENUE CLERKS)**
Sub Directorate: Revenue Management
Re- advertisement
- SALARY CENTRE** : R228 321 – R268 950 per annum (Level 05)
: Registering Authority:
Ref No: S4.1/02/26: Kimberley: Sol Plaatje Municipality) (X10 Posts)
Ref No: S4.1/02/27: Barkly West: (Dikgatlong Local Municipality) (X2 Posts)
Ref No: S4.1/02/28: Jan Kempdorp: (Phokwane Local Municipality) (X2 Posts)
Ref No: S4.1/02/29: Churchill: (Joe Morolong Local Municipality) (X4 Posts)
Ref No: S4.1/02/30: Mothibistad: (Ga-Segonyana Local Municipality) (X2 Posts)
Ref No: S4.1/02/31: Olifantshoek: (Gamagara Local Municipality) (X2 Posts)
Ref No: S4.1/02/32: Kathu: (Gamagara Local Municipality) (X2 Posts)
Ref No: S4.1/02/33: Postmasburg: (Tsantsabane Local Municipality) (X2 Posts)
Ref No: S4.1/02/34: Danielskuil: (Kgatelopepe Local Municipality) (X2 Posts)
Ref No: S4.1/02/35: Upington: (Dawid Kruiper Local Municipality) (X3 Posts)
Ref No: S4.1.02/36: Goblinshoop: (! Kheis Local Municipality) (X2 Posts)
Ref No: S4.1.02/37: Keimoes: (Ka!Garib Local Municipality) (X2 Posts)
Ref No: S4.1.02/38: Kakamas: (Ka!Garib Local Municipality) (X2 Posts)
Ref No: S4.1.02/39: Pofadder: (Khai-Ma Local Municipality) (X2 Posts)
Ref No: S4.1.02/40: Calvinia: (Hantam Local Municipality) (X2 Posts)
Ref No: S4.1.02/41: Loriesfontein: (Hantam Local Municipality) (X2 Posts)
Ref No: S4.1.02/42: Springbok: (Namakhoi Local Municipality) (X2 Posts)
Ref No: S4.1.02/43: Colesberg: (Umsobomvu Local Municipality) (X2 Posts)
Ref No: S4.1.02/44: De Aar: (Emthanjeni Local Municipality) (X2 Posts)
Ref No: S4.1.02/45: Carnavon: (Kareeberg Local Municipality) (X2 Posts)
Ref No: S4.1.02/46: Richmond: (Ubuntu Local Municipality) (X2 Posts)
Ref No: S4.1.02/47: Hopetown: (Thembelihle Local Municipality) (X2 Posts)
Ref No: S4.1.02/48: Fraserburg: (Karoo Hoogland Local Municipality) (X2 Posts)
Ref No: S4.1.02/49: Sutherland: (Karoo Hoogland Local Municipality) (X2 Posts)
Ref No: S4.1.02/50: Williston: (Karoo Hoogland Local Municipality) (X2 Posts)
Ref No: S4.1.02/51: Garies: (Kamiesberg Local Municipality) (X2 Posts)
- REQUIREMENTS** : Grade 12. Computer Literacy. No criminal record. Good interpersonal skills, verbal and written communications skill. Ability to work under pressure and display initiative, time management and innovation to promote service delivery.
- DUTIES** : Perform the Motor vehicle licensing renewal function Perform daily cash-up duties Filing and safeguarding of all revenue documents generated or received Performing Transaction on National Traffic Information System (NaTIS) Handling general and NaTIS related enquiries from clients To maintain high level of professional ethics The successful candidates will be expected to sign a contract of confidentiality, National Code of Conduct, Disciplinary Code on procedures in the Public Service and the NaTIS Undertaking (NUU).
- ENQUIRIES NOTE** : Ms.K Paai at 081 2383 332
: Woman and persons with disabilities are encouraged to apply People, who applied before, may reapply Clearly state the registering authority applied for Submit separate application for each registering authority applied for.
- POST 08/492** : **REVENUE CLERK REF NO: S4.1.02/52 (X3 POSTS)**
- SALARY CENTRE** : R228 321 – R268 950 per annum (Level 05)
: Kimberley (Head Office)
- REQUIREMENTS** : Grade 12. Computer literacy. No criminal record. The following are the functions to be performed by the revenue clerk which will be working closely with the cashiers.
- DUTIES** : Clear bank adjustment and safeguard the revenue documents Perform the face value verification, and report any discrepancies Handle NaTIS related enquiries from the cashiers Assist with daily reconciliations between bank receipts and system records Consolidate data from registering authorities and address data inaccuracies Manage stationary and office equipment request and ensure delivery thereof Print and process leave documents of cashiers and

ENQUIRIES
NOTE

- supervisors Request leaves credits and submit for approval Perform office administration duties.
- : Ms.K Paai at 081 238 3332
- : Woman and persons with disabilities are encouraged to apply.

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

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

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 March 2026, 17:00 PM
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 08/493** : **REGISTRAR (ANAESTHETICS) (X4 POSTS)**
(4 Year Contract)
- SALARY** : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment.
- DUTIES** : Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management.
- ENQUIRIES** : Prof G Nethathe, email: gladness.nethathe@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. 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. 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health

professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

- POST 08/494** : **MEDICAL OFFICER GRADE 1**
Garden Route District
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Harry Comay Hospital, George Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB and willingness to travel throughout the district. Competencies (knowledge/skills): Good communicate skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory and Outlook.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES** : Dr TS Ackerman Tel No: (044) 814 - 1124
- 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 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 08/495** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)**
Garden Route District
- SALARY** : R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE REQUIREMENTS</u>	: Garden Route District Office, George : Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognized accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written).
<u>DUTIES</u>	: Provide strategic management and leadership, as member of Garden Route District Office senior management team. Ensure effective Supply Chain Management including demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.
<u>ENQUIRIES NOTE</u>	: Ms H Le Roux Tel No: (044) 803 - 2700 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and 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.
<u>POST 08/496</u>	: <u>PSYCHOLOGIST GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	: 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.), (Plus non pensionable rural allowance of 12% of your annual basic salary).
<u>CENTRE REQUIREMENTS</u>	: Langeberg Sub-district : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a 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 Psychologist in respect of RSA qualified employees. One-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: 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: Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. 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 requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district. Competencies (knowledge/skills): Computer literacy (MS

- Office: Word, Excel and PowerPoint). Strong therapeutic skills. Proven presentation skills. Experience working in a multi-disciplinary team approach.
- DUTIES** : Deliver a comprehensive clinical psychology service to various clinics in the Langeberg Sub District with regard to assessment, diagnosing and treatment (with children, adolescents and adults). Apply knowledge of intervention skills such as behaviour modification, psychodynamic therapies, family therapy, CBT, group therapy, etc. in a primary health care setting. Provide mentor supervision and training of HAST counsellors. Conduct training and workshops on mental health aspects. Develop and implement projects that focus on awareness and promotion of mental health in the community. Understand and uphold the principles and ethics of a Therapeutic Milieu.
- ENQUIRIES** : Ms MP Williams PHC Manager, Langeberg Sub-district Tel No: (023) 626 8542
- 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 Langeberg 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 08/497** : **PHARMACIST: GRADE 1 TO 3**
Cape Winelands Health
- SALARY** : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum
A portion of the package can be structured according to the individual's personal needs.
- CENTRE** : TC Newman CDC
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Drakenstein sub-district. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
- DUTIES** : Pharmaceutical service delivery including improving continuity of care within the Rural Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain

management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes.

**ENQUIRIES
NOTE**

: Mr C Williams Tel No: (023) 348-8131
 : 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 Drakenstein 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 08/498

: **ASSISTANT MANAGER: NURSING (GENERAL) NIGHT DUTY**
 Chief Directorate: Metro Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R693 096 per annum
 : Karl Bremer Hospital
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (night duty), weekends, overtime and public holidays. Competencies (knowledge/skills): Experience/exposure in leading and managing teams and to promote quality person-centered care through the setting, implementation, monitoring of standards and Knowledge and insight of all relevant legislation and policies within the public sector. Good organisational skills, with the ability to function under pressure, independently as well as part of a multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook) and effective communication, interpersonal, leadership, decision making, problem-solving, conflict resolution and labour relations skills. Appropriate /recognisable experience in a hospital setting and exposure to after-hour hospital management.

DUTIES

: Provide leadership and supervision for the provision of effective and efficient comprehensive holistic nursing care on night duty within the professional/legal framework. Coordinate and manage effective bed and patient flow management, in collaboration with the clinical and nursing teams. Coordinate and ensure implementation and adherence to quality assurance and improvement of practice standards, protocols and indicators. Efficient and effective management, utilization and supervision of resources on night duty. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES
NOTE**

: Ms E Linden-Mars Tel No: (021) 918 1224
 : No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director 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 08/499 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands District

SALARY : R693 096 per annum
CENTRE : Wellington CDC, Drakenstein 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 Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.

DUTIES : Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescriptions, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organize a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.

ENQUIRIES : Ms EJ Williams Tel No: (021) 862-4520

NOTE : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. "The pool of applications will be considered for vacancies within Drakenstein 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 08/500 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : New Somerset 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 Professional Nurse with Psychiatry, Midwife. A basic post qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Psychiatry, Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience in the Psychiatric department, after obtaining the one-year post-basic qualification in Advanced Psychiatry Nursing Science, accredited with the SANC. Inherent requirement of the job: Perform after-hour and weekend duties in order to assist the Matron or night manager as the need arises. Competencies (knowledge/skills): Good communication and writing skills. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant to the Department of health and public sector policies and protocols. Human Resources and Financial Management. Computer

literacy in MS Office. Extensive knowledge of General nursing and the relevant speciality. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the Psychiatric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms. S Basardien Tel No: (021) 402-6224

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 applicants will be considered for vacancies 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.

POST 08/501 : **CHIEF DIETITIAN GRADE 1**

SALARY : Grade 1: R575 250 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Experience: A minimum of 3 years appropriate experience as a dietitian after registration with the HPCSA as an Independent Practitioner. Competencies (knowledge/skills): Expertise in the nutritional management of a variety of diagnoses, appropriate for an academic, multi-disciplinary hospital setting. Human resource management and supervisory experience. Good communication skills (both written and verbal). Must have teaching and presentation skills.

DUTIES : Provide a comprehensive clinical service in assigned clinical areas. Monitor, supervise, co-ordinate and develop the clinical service within the Dietetics department, to ensure optimal and appropriate patient care. Render a support service to the head of the Dietetics Department. Assist with the administrative and human resource management of the dietetics department. Identify needs, manage and participate in professional training and development of knowledge and skills in the department. Engage in student clinical training and related academic activities.

ENQUIRIES : Mr Lionel Naidoo Tel No: (021) 404 2263

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 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 08/502 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Overberg District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Bredasdorp Clinic, Cape Agulhas Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife.

Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be an appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. The incumbent will be expected to assist/work at other clinics, mobile, satellite within the Sub-District, when required. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of information management.

DUTIES : Assist with the management of the Burden of Disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the management of human resources, Financial, SCM, Strategy and Health Support, Infrastructure and Equipment.

ENQUIRIES : Ms GJ Van Der Westhuizen Tel No: (028) 514-8400
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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Overberg 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 08/503 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND CSSD)**
 Garden Route District

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

CENTRE : Mossel Bay 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. 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 in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work after-hours, overtime and perform standby duties. Competencies (knowledge/skills): Good communication skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills.

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives,

		educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu Tel No: (044) 604 - 6104
<u>NOTE</u>	:	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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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: Operating Theatre. 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 08/504</u>	:	<u>ASSISTANT DIRECTOR: HR (WORKFORCE PLANNING)</u> Directorate People Management Planning and Practices
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate Diploma or Bachelor's Degree in the Human Resources/People Management field. Experience: Appropriate experience in Workforce Planning processes and analytics. Inherent requirements of the job: Valid Code 08 EB driver's license. Competencies (Knowledge/skills): Knowledge of the Public Service Act and Public Service Regulations. Knowledge of the DPSA Directive on Workforce Planning (HR Planning). Exposure to the DPSA Workforce Planning prescripts and templates will be an added advantage. Computer Literacy in MS Office (MS Word, MS Excel, PowerPoint, Outlook). Knowledge of Power BI will be an added advantage. Analytical skills and research abilities. Ability to work in a team. Excellent verbal and written communication skills. Report writing skills. Attention to detail.
<u>DUTIES</u>	:	Develop the 3-year Workforce (HR) Plan and the annual HR Plan Implementation Report (HRPIR) for the WCGHW. Conduct research and trend analysis on Workforce Planning issues and stay abreast of new developments. Keep abreast of national, provincial and departmental strategies in order to align the Workforce Plan appropriately. Comply with the standards, quality and timeframes in terms of the DPSA Directive. Manage the online HR Exit Interview System. Provide support, advice and training to role-players in the Department. Provide input to strategic documents. Participate in the annual provincial assessment of all newly developed Workforce Plans and annual Implementation Reports in collaboration with the Department of the Premier. Manage the People Management (HR) issues of staff in the component.
<u>ENQUIRIES</u>	:	Ms C Kleynhans Tel No: (021) 483-4487 or email: Carine.Kleynhans@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 08/505</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Cape Winelands Health District
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Cape Winelands TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory or a managerial position. Appropriate experience in contract management. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel and work overtime if needed. Competencies (knowledge/skills): Excellent written and verbal proficiency. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Good interpersonal skills.
<u>DUTIES</u>	:	Effectively manage and supervise all Infrastructure maintenance and planning, including the grounds and public areas. Manage all Support Services including transport, telecommunications, linen & laundry and porter services. Contract

management of cleaning, security, grounds, pest control, linen & laundry and waste management. Nurses Home residential management. Responsible for effective Food services rendering of the hospital. Effective and efficient management of Human and Physical Resources.

**ENQUIRIES
NOTE**

: Dr D Theron Tel No: (023) 348-1301
: No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies within Cape Winelands TB Centre, 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 08/506

: **SPEECH 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
REQUIREMENTS**

: Brackengate Transitional Care Facility
: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with complex and varied conditions as a Speech therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES

: Provision of Speech Therapy services in the field of transitional care and rehabilitation at Brackengate Transitional care and associated facilities. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.

**ENQUIRIES
NOTE**

: Ms C van Genderen Tel No: (021) 370 2441
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in 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 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 08/507 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY**

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

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 Clinical Technologist: Cardiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology 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 HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology 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 Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Ability to render a after hour service. Delivery of a 24-hour standby service (required to work after hours, during weekends and public holidays). Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the filed of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.

DUTIES : To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis).

ENQUIRIES : Mr M Govender Tel No: (021) 404 4094/5

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 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 08/508 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurophysiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist:

Neurophysiologist. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology 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: After-hours' service is compulsory. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical Neurophysiology.

DUTIES : Perform electroencephalographs on patients in a laboratory, ward and intensive care unit setting. Perform nerve conduction studies on patients in a laboratory, ward and intensive care unit setting. Perform evoked potentials on patients in a laboratory, ward and intensive care unit setting. Perform overnight polysomnography, multiple sleep latency test and multiple wakefulness test. Perform Intraoperative Monitoring for patients in Theatre. Participate in Research projects. Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.

ENQUIRIES : Ms. E Mollentze Tel No: (021) 938-5500 or email: emmerentia.mollentze@westerncape.gov.za

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

POST 08/509 : **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 REQUIREMENTS : Khayelitsha Eastern Sub-structure office
: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** 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 license, willingness and ability to travel within the Metro Health Services. Competencies (knowledge/skills): Adhere to departmental requirements whilst rendering services to in-patients and out-patients within the medical, orthopaedic, surgical and paediatric fields. Ability to work as part of the multi-disciplinary team. Ability to comply with National Core Standards requirements and appropriate computer skills. Knowledge on conducting comprehensive assessments and postural device assessments.

DUTIES : Ensure clinical occupational therapy service provision in accordance with the departmental requirements and protocols. Conduct assessments and implement intervention plans across work areas. Coordinate and convene seating clinics in the sub-district. Multidisciplinary team involvement; professional advocacy; data analysis and quality improvement; resource management. Participation in personal, departmental and in-services and training programs; student supervision. Contributes to improvement of internal and external systems relating to Occupational Therapy and the Allied component to improve care pathways.

ENQUIRIES NOTE : Ms N Peton Tel No: (021) 360-4622
: 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 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 candidates will be considered for other vacant relevant posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 08/510 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (INFORMATION TECHNOLOGY)**
Cape Winelands Health District

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Cape Winelands TB Centre
: Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in an IT/Information systems or software support role. Experience working in a healthcare setting. Inherent requirement of the job: Valid driver's license (Code B/EB). Willingness to perform overtime duties when required. Willingness to travel across the Cape Winelands district and to attend meetings outside the district. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office, M365 and related applications. Good quantitative and analytical skills. Good report writing and presentation skills. Solid knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health and Wellness e.g. PHCIS, Ideal Health Facility, Business Intelligence, TIER.net. Understanding of IT software and hardware environment, including the ability to draw up specifications. Knowledge and experience in planning and policy development. Ability to establish and maintain good interpersonal relationships across multiple stakeholders.

DUTIES : Provide comprehensive first-line IT support to ensure the smooth operation of digital systems and infrastructure across healthcare and administrative environments. Proactive and reactive troubleshooting, user support, and system maintenance. Ensure the reliability, performance, and security of the organisation's IT infrastructure. Lead processes relating to the installation, configuration, maintenance, and monitoring of hardware and software systems that support both clinical and administrative operations. Ensure that all IT operations and systems adhere to established security protocols, regulatory requirements, and documentation standards. Provide relevant training to healthcare and administrative staff.

ENQUIRIES NOTE : Mr O Motshweneng Tel No: (023) 348-8120/ 8104
: No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies

within the Cape Winelands 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 08/511

CASE MANAGER

SALARY

: R397 116 per annum

CENTRE

: Tygerberg Hospital, Parow Valley

REQUIREMENTS

: Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience preferably at hospital level, alternatively at a medical scheme or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.

DUTIES

: Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. -Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.

ENQUIRIES

: Ms J Jooste Tel No: (021) 938-4140

NOTE

: No payment of any kind is required when applying for this post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test.

POST 08/512

SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT

Overberg District

SALARY

: R397 116 per annum

CENTRE

: Overberg District Office

REQUIREMENTS

: Minimum educational qualification: Appropriate 3-year Diploma/ Degree or equivalent. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy.

DUTIES

: Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. Deal with conflict and disputes. Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings.

ENQUIRIES

: Mr N Liebenberg Tel No: (028) 218-5812

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within the Overberg 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 08/513 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Khayelitsha Eastern Sub-structure Office
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Information Management. Appropriate experience in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like, SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written) skills. Presentation Skills.

DUTIES : Assist with project management related to information management in the Sub-structure. Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc. according to NDOH and Provincial requirements. Develop monitoring and evaluation tools. Assist with compiling reports and feedback to Management. Ensure audit compliance in the Sub-structure. Provide and co-ordinate training and general support related to information management processes and systems. Participate and render a supportive function with regards to People Management and developmental activities.

ENQUIRIES : Ms J Jansen Tel No: (021) 360-4702

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Information Management post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical and oral assessment.

POST 08/514 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**
Garden Route District

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Garden Route District Office, George
: Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection, Labour relations and training). Appropriate experience in supervision. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Teams and Outlook). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Knowledge of PERSAL.

DUTIES : Monitoring control measures for all allowances. Ensure Audit Compliance (CMI and HRAAP). Appropriate utilization of overtime budget. Management of service benefits. Ensure efficient personnel administration and leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension administration. Effective management of paysheets and Commuted overtime. Provide training, support and guidance to staff and line

managers within the scope of profile. Effective management and development of subordinates. Administer the recruitment and selection. Oversee and administer performance management process. Responsible for Debt Management. Coordinate PERSAL control functions.

**ENQUIRIES
NOTE**

: Ms D Fortuin Tel No: (044) 803 - 2700
: 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.

POST 08/515

: **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum

**CENTRE
REQUIREMENTS**

: Gustrouw CDC, Khayelitsha Eastern Sub-structure
: Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as 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. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and PowerPoint) and e-mail (Outlook) Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting.

DUTIES

: Provision of comprehensive, client centered clinical social work services in the Primary Health Care facility and NPOS environment, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Convene and Conduct Psychosocial groups. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. -Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.

**ENQUIRIES
NOTE**

: Ms Aisha Salie Tel No: (021) 845-8384
: 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 appointments 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 Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.

- POST 08/516** : **SOCIAL WORKER: GRADE 1 TO 4**
West Coast District
- SALARY** : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum
- CENTRE** : Vredenburg Hospital, Saldanha Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement 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. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy. Good verbal and written communication skills.
- DUTIES** : Providing effective and integrated social service delivery to patients and families. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families. Effectively execute social work administration functions including referrals to relevant role players and stakeholders. Provide and participate in training and education activities by keeping updated with developments in the field. Perform middle management functions to ensure effective functioning of the social work department.
- ENQUIRIES** : Dr TV Zimri Tel No: (022) 709 7200
- 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.
- POST 08/517** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services
- SALARY** : R325 101 per annum
- CENTRE** : Office of the Chief Director: Metro Health Services
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of the human resource prescripts in the Public Service.
- DUTIES** : Effective and efficient Human Resource Development skills in administration of i.e. Bursaries, EPWP project, AET etc. Effective administrative support to the MHS: Human Resource Development Section. Coordination, development and implementation of the Workplace Skills plan/ annual training report and the quarterly report. Draft correspondence, filing and maintenance of records. Render administration support in respect of training inventions. Capture of data and maintenance of databases. Handle telephonic and written enquiries.
- ENQUIRIES** : Mr XP Nyangaza Tel No: (021) 815-8690.
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. 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 08/518 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE) (SCHOOL HEALTH)**
Overberg District

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

CENTRE REQUIREMENTS : Cape Agulhas 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. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the School, AYFS and Primary Health Care setting. 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 relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide clinical school health services to learners with parental consent in schools. Support the CCW and the teacher as part of the team within the school environment. Reach out to nurses in special schools where applicable. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays as well as PHC services. Monitor and evaluate the Program.

ENQUIRIES NOTE : Ms G van der Westhuizen Tel No: (028) 514-8400
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 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 Overberg 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 08/519 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Garden Route District

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

CENTRE REQUIREMENTS : Uniondale Hospital, 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 (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 Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient

- care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of relevant legislation, policies including Health Care 2023, Sustainable Development Goals.
- 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. Participate in training, development and research within the nursing department. Provision of support to nursing services.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814-1117
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District 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 08/520** : **ARTISAN PRODUCTION (ELECTRICAL) GRADE A TO C**
Chief Directorate: Rural Health Services
- SALARY** : Grade A: R243 597 per annum
Grade B: R285 816 per annum
Grade C: R332 061 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Willingness to travel. Physically fit to do manual labour. Willingness to work after hours and overtime should the need arise. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Appropriate experience in Electrical, Airconditioning- and Refrigeration Systems. Supervisory experience including People – and Financial Management.
- DUTIES** : Maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms. Manage and supervise work schedule for the division. Train and supervision of subordinates. Manage and assist with the execution of maintenance projects/repairs within the health facility. General Administration of the Workshop including Stock take and safekeeping of tools and materials. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr G.R Abrahams Tel No: (021) 860-2797/ or
Gregory.Abrahams@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 08/521** : **ADMINISTRATION CLERK: SUPPORT (UNIT FOR INFECTION PREVENTION AND CONTROL)**
- SALARY** : R228 321 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Very good computer literacy (office Suite i.e. Word, Excel, Outlook, and PowerPoint). Excellent typing and organization skills. Ability to work independently. Ability to execute duties accurately and thoroughly. Good interpersonal skills and ability to work under pressure and in a team. High ability to communicate effectively (verbally and written).

DUTIES : Provide administrative support to the HOD and IPC team. Ensure effective and efficient administrative support and office management. Execute general administrative duties including submission of statistics and completed NMC forms, ordering of consumables and equipment, asset management, assist with organizing awareness days and workshops. Provide administrative support services with regard to meetings, including meeting venue booking and preparation, minute-taking and distributions of agenda and minutes. Management the diary of the HOD, bookings and preparations of the training room, Typing and printing of documents, reports, correspondence, and tracking of documentation. Effective records management and filing systems. Liaise with Provincial departments and all other stakeholders.

ENQUIRIES NOTE : Dr A Parker Tel No: (021) 938 -5576
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 08/522 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (SUPPORT: TRANSPORT)**
 Garden Route District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Harry Comay Hospital, George Sub-district
 : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate transport and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy, MS Office packages, MS Teams and Outlook Electronic processing of operational statistics. Good communication skills (verbal and written) and interpersonal skills.

DUTIES : Administer and maintain all documentation relating to GG vehicles, including logbooks, trip authorities, fuel records, and service schedules. Capture and reconcile vehicle usage data in line with Government Garage and departmental transport policies. Coordinate vehicle bookings and monitor daily vehicle movements. Liaise with drivers, supervisors, and GG officials regarding vehicle availability and compliance requirements. Ensure adherence to road traffic legislation and government fleet management standards. Report vehicle incidents, breakdowns, and irregularities in accordance with GG procedures Perform relief driving duties using GG vehicles only, on an ad hoc basis and strictly when operational needs arise.

ENQUIRIES NOTE : Mr E Thom Tel No: (044) 814 - 1099
 : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within the Garden Route District, for a period of three months from the 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 08/523 : **ADMINISTRATION CLERK: SUPPORT**
 Overberg District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Overstrand Sub-district
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Comprehensive Health, TIER.NET, EDR, SINJANI, Ideal health facility. Inherent requirements of the job: Valid (Code B/EB/C1) drivers' license. Competencies (knowledge/skills): Good communication skills (written and verbal) Computer literacy (MS Office). Knowledge of PHCIS, Clinicom, SINJANI, Tier.net, EDR, Ideal Hospital. Ability to do relieve duties at other facilities in the Sub-district.

DUTIES : Function as a member of the Information Management team on Sub District Level. Data management collect and collate data. Assist PHC Offices in Sub District, M&E. Perform administrative functions pertaining to the TB/HIV/STI programme in the Sub-district. Central data monitoring and Central Data Capturing.

ENQUIRIES NOTE : Ms EE Mackenzie Tel No: (028) 313-5251
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

- POST 08/524** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**
Garden Route District
- SALARY** : R228 321 per annum
CENTRE : Uniondale Hospital, George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Clinicom and LOGIS. Appropriate experience in Office Administration. Inherent requirements of the job: Willingness to work overtime, after hours including weekends, public holidays when needed. Willingness to rotate and/or relief personnel in the other departments of the Hospital. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excell and Outlook). Good communication (verbal and written). Appropriate knowledge of electronic patient administration system (Clinicom). Appropriate knowledge of Hospital Fees Memorandum 18. Ability to accept accountability and responsibility and to work independently and unsupervised. High ethical standards as incumbent will have access to confidential files.
- DUTIES** : Admit, register, assess patients, open folders and raise invoices on Clinicom. Render an effective and efficient medical records service and folder management. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Effective and efficient management of H2 and H3 accounts, IOD accounts, RAF accounts, Medical Aid accounts and State Department accounts. Ordering and management of medical supplies, ward stock and institutional needs. Ensure timeous and accurate collection and submission of statistics. Support to Operational Manager Nursing with nursing and hospital administrative functions.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814 - 1117
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.
- POST 08/525** : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District
- SALARY** : R228 321 per annum
CENTRE : Vredendal North Clinic: Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirement of the job: Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal and organisational skills. Computer literacy (MS Office). Working knowledge of PHCIS.
- DUTIES** : Provision of administrative support service to the multi-disciplinary team. Provision of administrative support to the patients. Co-ordination of all administrative duties within clinic. Assist with collection and collation of data for monitoring and evaluation.
- ENQUIRIES** : Dr. JE Eygelaar Tel No: (027) 213 4070
NOTE : No payment of any kind is required when applying for this post.
- POST 08/526** : **ADMINISTRATION CLERK: INFORMATION TECHNOLOGY**
Directorate: Information Technology (Tygerberg Hospital: HIS Application Centre)
- SALARY** : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Senior Certificate. Experience: Appropriate experience in administration. Inherent requirement of the job: Communication Skills, Organizational Skills, Technical and IT Skills. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills.
- DUTIES** : Responsible for Project Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations.

Ensuring functional Diary Management for the Project Management Office (PMO), organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate project workshops, meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track project expenditures, assist with purchase orders, and support procurement activities. Human Resource: Assist with recruitment coordination, onboarding, and contract management. Capacity development: Coordinate training and on boarding of new project managers and other staff. Reporting and Presentations: Support the preparation of project reports, presentations, and other documentation. SharePoint Administration and Project Management tools: Manage documents and ensure correct access and organization within SharePoint and Project Management tools.

ENQUIRIES
NOTE

: Mr S Dlakana, Email: Sibulele.Dlakana@westerncape.gov.za
: No payment of any kind is required when applying for this post.

POST 08/527

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Victoria Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management in warehouse process and experience in LOGIS or similar inventory systems. Competencies (knowledge/skills): Organisational skills. Ability to capture data accurately and good record keeping. Computer literacy (MS Office: Word, Excel, Outlook). Appropriate knowledge of Accounting Officers System and SCM delegations of the department.

DUTIES

: Receive goods from suppliers. Check for correct quantity and quality of goods with delivery. Issue goods and equipment to internal users accurately within the prescribed timeframes. Capturing issue vouchers on Logis. Ensure accurate stock control (i.e. verify stock levels and report inventory discrepancies). Ensure safe-keeping of stock items and the correct packing of shelves (first in- first out). Regular stock checks for minimum and maximum levels as well as expiring stock. Report regularly to supervisor regarding compliance issues, i.e. outstanding orders and inventory movements. Do follow-up with suppliers for expected deliveries and proper resolution of queries.

ENQUIRIES

: Mr I Petersen Tel No: (021) 799 1287/email: ilyaas.petersen@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. This advertisement may be utilized to create the pool of potential candidates for a period of not more than 3 calendar months from the date of the advertisement to fill any vacancy in the Department of Health and Wellness provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/528

: **ADMINISTRATION CLERK: SUPPORT (MEDICAL RECORDS)**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Stikland Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Hospital Medical Records environment.

Appropriate and relevant experience in Clinicom. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge and working experience in Hospital Medical Records. Knowledge and working experience on Clinicom. Knowledge of medical records registry, archiving procedures and National Archives Act. Good analytic and problem-solving abilities. Ability to work within a team and independently with minimum supervision Computer literacy in Microsoft 365 & Clincom. Willingness to perform relief duties in the Patient Administration department.

DUTIES : Registration of patients on Clinicom. Render an effective and efficient medical records service. Complete relevant Clinicom system transactions. Accurately and timeously file all patient folders and other notes. Timeously retrieve all file all requested patient folders. Maintain an effective filing system. Maintain and repair patient files and create volumes. Prepare case notes for archiving. Support the supervisor and colleagues.

ENQUIRIES NOTE : Mr L Morkel Tel No: (021) 940 4530 or Ms M Okereke Tel No: (021) 940 4440
: 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 08/529 : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE REQUIREMENTS : Nelspoort 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 a 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 requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as 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): Good communication skills. Self- discipline and motivation.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control. Take actions to improve quality of nursing care.

ENQUIRIES NOTE : Ms S Frieslaar Tel No: (023) 416-1600
: 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 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 08/530 : **STAFF NURSE GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Clanwilliam Mobile

- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Inherent requirement of the job: Willing to travel to and support other Clinics in the Sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms M. Sandt Tel No: (027) 482 1484
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Cederberg 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 08/531** : **ARTISAN ASSISTANT**
Chief Directorate: Metro Health Services
- SALARY** : R193 359 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10/Std 8 or equivalent. Experience: Appropriate experience of maintenance of Building or Electrical or Plumbing or Air-Conditioning or Carpentry or Painting or Mechanical components & related fixtures as a handyman worker. Inherent requirement of the job: A valid (Code B) driver's licence. Willingness to perform standby and overtime duties when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skillfully and safely. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Must be physically fit and to be able to perform heavy physical labour and must have good communication skills.
- DUTIES** : Carry out minor maintenance and repairs of related fixtures and components. Maintenance, installations, repair, modify and manufacture of items, equipment, and machines under the supervision of the Supervisor. Routine maintenance and repairs of equipment, plant, and tools Maintenance & repairs of minor electrical fixtures, mechanical repairs, furniture equipment, carpentry, and painting. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties. Effective support to Supervisor. Manage & control over tools, equipment, material, and stock. Responsible for basic administrative work as well as completing job cards.
- ENQUIRIES** : Mr J. Williams Tel No: (021) 799 1172
NOTE : No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this

post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. This advertisement may be utilized to create the pool of potential candidates for a period of not more than 3 calendar months from the date of the advertisement to fill any vacancy in the Department of Health and Wellness provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/532** : **ARTISAN ASSISTANT (PLUMBING)**
 Directorate: Engineering and Technical Support Services
- SALARY** : R193 359 per annum
CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of Building components (Plumbing). Inherent requirements of the job: A valid (Code B) driver's licence. Ability to operate and use required tools and equipment skillfully and safely. Ability to perform heavy physical labour. Ability to handle tools. Competencies (knowledge/skills): Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Plumbing, Carpentry, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.
- DUTIES** : Assist Artisan foreman and Artisan in the execution of their respective duties. Carry out maintenance and repairs of building fixtures and components. Maintain repairs and cleaning of drains on regular basis. Ensure clean water supply to facilities. Assist with repairs, alterations and emergency breakdowns (including after-hours repairs). Must be able to perform standby duties when required. Assist with the control and requisitioning of material and parts. Take control over tools and materials. Ensure that all tools and materials are available before commencing any tasks. Clean areas where work has been carried out. Ensure repairs and installations is executed according to SANS 10 – 400 Building Regulation as per Part “P”.
- ENQUIRIES** : Mr JP Louw Tel No: (021) 830-3771
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 08/533** : **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** : Drakenstein Subdistrict, Phola Park Clinic
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 Nurse 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. Must be prepared to assist in all Facilities in Subdistrict according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
- DUTIES** : Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Maintaining professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES** : Mrs EJ Williams Tel No: (021) 877 -6400

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 Drakenstein 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 08/534 : **TRADESMAN AID: PLUMBING (BUILDING)**
Directorate: Engineering and Technical Support Services

SALARY : R163 680 per annum
CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the respective fields in the Building environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Ability to handle tools. Competencies (knowledge/skills): Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: Carpentry, Plumbing, Painting and Building. Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.

DUTIES : Carry out minor maintenance tasks. Assist with the installation of equipment and alterations. Ensure that tools and materials are available when needed. Ensure areas in workshops and working environment are clear of obstructions and cleaned daily. Control over tools and materials. Maintenance and repairs by painting, glazing, skimming, building, installations of Drywalls, ceilings and equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Support in Carpentry Plumbing Painting and Building Departments when required. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including after-hour repairs).

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 08/535 : **ADMINISTRATION CLERK: SUPPORT (PHARMACY) 5/8TH**
Chief Directorate: Metro Health Services

SALARY : R142 701 (5/8th) per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative support service experience in a healthcare or medical setting. Competencies (knowledge/skills): Proficiency in the use of MS Office Package particularly Excel, Word and Outlook. Good interpersonal and communication skills and the ability to interact respectfully with healthcare professionals, patients and external stakeholders. Ability to work independently, and as part of a team. Ability to plan, organise and manage administrative tasks efficiently. Ability to handle confidential patient and staff information responsibly. High level of accuracy in data capturing, filing and reporting. Ability to work within a regulated healthcare environment.

DUTIES : Provide administrative and reception support to the Pharmacy Department. Capture and manage data, records and Excel spreadsheets. Prepare and submit statistics, reports and documentation. Support stock administration, audits and compliance activities. Assist with HR, finance and staff administration processes. Provide administrative support to Allied Health departments as required.

ENQUIRIES : Ms J Louw Tel No: (021) 440 3141
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. 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 08/536** : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Basic appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays when needed. Incumbent must be physically fit to lift heavy objects and be able to be on your feet for long period of time. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to read, speak and write.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
- ENQUIRIES** : Ms R Potgieter Tel No: (021) 940-4575
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 08/537** : **HOUSEHOLD AID**
West Coast District
- SALARY** : R138 486 per annum
CENTRE : Clanwilliam Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment or hospital setting. Inherent requirement of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Ability to communicate.
- DUTIES** : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment.
- ENQUIRIES** : Mr NM Goeieman Tel No: (027) 482 2166
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applications will be considered for vacancies within the Cederberg 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 08/538** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)**
Chief Directorate: Metro Health Services
(Contract until 31 March 2027)
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Anaesthesiology. Registration with the Professions Council: Registration with the HPCSA as a 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 a 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 a 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: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.

DUTIES

: To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.

ENQUIRIES

: Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. "The pool of applications will be considered for vacancies within the department, 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 to health professionals who apply for the first time for registration as a Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for a change in registration status).