



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 10 OF 2026
DATE ISSUED 20 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 salary details for the post of Director-General: Health with Ref No: NDOH 23/2026, advertised in the Public Services Vacancy Circular 09 dated 13 March 2026, should be as follows "R2 352 642 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The

flexible portion of the package can be structured according to Senior Management Service Guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable". We apologise for the inconvenience.

DEPARTMENT OF SPORT, ARTS AND CULTURE: Kindly note that the job title for the post of Assistant Director: Terminology and Editing (English) with Ref No: DSAC-09/03/2026 as advertised in the Public Service Vacancy Circular 09 dated 13 March 2026 with the closing date of 27 March 2026, should read as Assistant Director: Translation and Editing (English) Ref No: DSAC-09/03/2026.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF ROADS AND TRANSPORT: Kindly note that the following posts for Administrative Clerk X3 – Traffic Engineering Services: Overload Management with Ref No:035718 and Administrative Clerk Traffic Engineering: Road Signs and Road Markings with Ref No: Refs/038558, advertised in Public Service Vacancy Circular 09 dated 13 March 2026, the Centre has been amended to Johannesburg (Head Office) and extends the closing date to 10 April 2026.

PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF AGRICULTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 06 March 2026, The amendments are as follows: State Veterinarian: O.R. Tambo District - (KSDx1) with Ref No: DoA02/03/2026. Note: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. For e-Recruitment Technical Enquiries: erecruitment@ecagriculture.gov.za

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**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Online via provincial e-recruitment available at <https://erecruitment.ecotp.gov.za>. Applicants are encouraged to use e-recruitment system
Applicants are encouraged to use e-Recruitment System. The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@safetyec.gov.za. Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.
- CLOSING DATE** : 10 April 2026. No late applications will be accepted.
- NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders). 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). 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 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. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures, therefore, in making appointments, preference will be given to the designated groups in pursuit to meet departmental EE Targets although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

OTHER POST

<u>POST 10/361</u>	:	<u>AUDIT COMMITTEE MEMBERS</u> The Eastern Cape Department of Community Safety calls on all independent, suitably qualified and interested persons to serve as members of its Audit Committee for a period of three (3) years with effect from the date of assumption of duty (expected to be 01 August 2026). The Audit Committee will consist of four (4) members, including the Chairperson.
<u>SALARY</u>	:	The remuneration of the members of the Audit Committee is determined at an hourly rate in terms of Provincial Treasury Instruction Note 6 of 2014/2015 and any amendments thereto.
<u>CENTRE</u>	:	Head Office -Bhisho
<u>REQUIREMENTS</u>	:	The Chairperson must have: strong financial management, auditing and risk management background and appropriate experience in the environment. Be independent and have knowledge of the status of the position. Have extensive leadership skills and prior experience of serving on an Audit Committee of a medium to large organization. Not be a political office bearer. Have the interests of the Department of Community Safety at heart and display the highest levels of integrity and objectivity. Must be a member of a recognized professional body with no criminal record. Members must have: Strong experience in finance and auditing. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of Department of Community Safety's Audit Committee. Have an inquisitive personality within reasonable levels of probing, analytical reasoning abilities and good communication skills, and fair understanding of the regulatory framework within which Provincial departments operate. Knowledge and understanding of the challenges facing the Department is essential.
<u>DUTIES</u>	:	The roles and responsibilities of the Audit Committee members are clearly outlined in terms of the section 77 of the Public Finance Management Act (PFMA) and applicable Treasury Regulations. Reporting to the Head of Department and the Member of the Executive Council (MEC) for the Department of Community Safety. The Department should hold a minimum of four (4) Audit Committee meetings per financial year.
<u>ENQUIRIES</u>	:	Ms B Ndindwa/ L Mazwi at 079 284 6709 eRecruitment enquiries: erecruitment@safetyec.gov.za
<u>NOTE</u>	:	NB: Appointment will be subject to compulsory pre-employment screening in the form of qualifications, references, ITC, criminal checks and compulsory competency assessment (where necessary) as directed by the Department of Public Service and Administration. Candidates may be subjected to security clearance (Vetting). It is the department's intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference.

DEPARTMENT OF SPORTS, RECREATION, ARTS AND CULTURE

<u>APPLICATIONS</u>	:	Applications must be submitted via one of the following options: directing to a specific relevant centre: i) Head Office: Qonce: Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605. OR Tambo District: Attention, Mr. S. Stuma / Ms. T. Mngoma Tel No: (047) 495 0853. Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata. Joe Gqabi District: Attention, Mr P. Masepe / Ms. Ninifie / Ms. Fiki Tel No: (051) 492 4806. Hand deliver to: No. 02 Cole Street, Maletswai. Amathole District: Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201. BCM District: Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201. Albany Museum: Makanda: Hand deliver to 40 Somerset Street, Makanda. East London Museum: Hand deliver to 319 Oxford Street, Belgravia, East London. Chris Hani District: Attention, Mr. T. Thomas / Ms. A. Phanya Tel No: (045) 492 0030 / 0054, Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.
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Nelson Mandela District: Attention, Mr. S. Javu / Ms. T. Bosman / Ms. A. Dyalvane Tel No: (041) 492 1288 / 1232 / 1230. Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha.

Alfred Nzo District: Attention Mr M.B. Gugwana / Ms. T. Ntsevu Tel No: (039) 492 0297. Hand deliver to: No 67 Church Street, Mt Ayliff.

Sarah Baartman District: Attention, Ms. N. Qumza / Ms. N. Sandi Tel No: (046) 492 0223 / 0228. Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Online via provincial e-recruitment available at <https://erecruitment.ecotp.gov.za>. Applicants are encouraged to use e-recruitment system

The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecsrac.gov.za. Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.

CLOSING DATE
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OTHER POSTS

POST 10/362	:	<u>SCIENTIST PRODUCTION REF NO: DSRAC 01/03/2026</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (an all-inclusive remuneration), (OSD)
<u>CENTRE</u>	:	Albany Museum (Makanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a master's degree in Botany or Natural Science or environmental science qualification specialising in plant taxonomy. Compulsory registration with SACNASP as a professional Natural Scientist. A minimum of three (3) years relevant experience in a museum natural science environment. Knowledge of curating herbarium collections, Research and dissection microscopes. Ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages, Natural science, and financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. A valid driving licence.
<u>DUTIES</u>	:	Identifies, names, and classifies plant species based on morphology, genetics, and evolutionary relationships. Conducting field surveys, performing laboratory analysis (DNA, microscopy), curating herbarium collections, and publishing research to support biodiversity conservation, ecology, and environmental management. Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science-related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.
<u>ENQUIRIES</u>	:	Dr. P. Cimi Tel No: (046) 622 2312 – Albany Museum (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
POST 10/363	:	<u>SCIENTIST PRODUCTION REF NO: DSRAC 02/03/2026</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (an all-inclusive remuneration), (OSD)
<u>CENTRE</u>	:	EL Museum (EL)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a M. Sc. Degree in Natural Science with a minimum of three (3) years relevant experience in a museum natural science environment. A PhD will be considered an added advantage. Compulsory registration with the South African Council of Natural Scientific Professionals (SACNASP) as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures, and of National Environmental Management: Biodiversity Act. Knowledge of collection management standards for natural science museums. Knowledge of natural science, Ornithology, in particular. Understanding of the scientific method. Computer knowledge including database and MSOffice packages. Programme and project management. Communication skills. Report writing skills. People management skills. Customer and client-orientated approach. A valid driving licence.

- DUTIES** : Develop and implement methodologies, policies, systems and procedures for the Ornithology Collection. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Develop working relations with a diverse client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Gather and interpret data, perform scientific analyses, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures. Literature studies to improve expertise. Present research findings through exhibitions, educational programmes and publications. Liaise with relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
- ENQUIRIES** : Ms. G. Morcom Tel No: (043) 743 0686 – East London Museum (EL)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.
- POST 10/364** : **SENIOR LEGAL ADMIN OFFICER REF NO: DSRAC 01/03/2026**
- SALARY** : R586 956 – R1 386 972 per annum (MR6), (an all-inclusive remuneration), (OSD)
- CENTRE** : Head Office - Qonce
- REQUIREMENTS** : A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA LLB or a recognised four-year legal degree or (as otherwise determined by the Minister of Justice and Constitutional Development). A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law / Labour Law / Contracts Management / Legislative Drafting will be an added advantage. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Proof of admission as an Attorney / Advocate. Computer literacy and proficiency is essential. A valid code 08 driving licence.
- DUTIES** : To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislative drafting services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Constitutional compliance. Present and advise on motivation/proposals how specific cases should be approached to obtain a desirable/justifiable outcome. Draft and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to a case / matter, also proposing the approach to be followed to ensure success in this regard. Provide preliminary opinions and advice on legislative drafting; Prepare draft bills and scrutinize subordinate legislation. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMS and ensure staff development training needs. Manage attendance register, leave records and discipline.
- ENQUIRIES** : Ms. S. Mpafa Tel No: (043) 492 1405 - Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : This post is earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.
- POST 10/365** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSRAC 03/03/2026**
- SALARY** : R468 459 – R551 823 per annum (Level 09), (an all-inclusive remuneration)
- CENTRE** : Chris Hani District (Komani)
- REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or Financial Management coupled with at least 3 years relevant experience at supervisory level or SL 7/8 within a SCM environment. A good

understanding of the relevant government regulatory framework. Good knowledge of PERSAL System. Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem-solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.

DUTIES

: Monitor the implementation of demand, and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and 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 with minimum guidance from manager. 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 of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Mr. T. Thomas / MS. A. Phanya Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: Persons with disabilities are encouraged to apply.

POST 10/366

: **PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION (SCM CLERK SUPERVISOR) (X4 POSTS)**

SALARY CENTRE

: R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
: Alfred Nzo District (Mount Ayliff) Ref No: DSRAC 04/03/2026
OR Tambo District (Mthatha) Ref No: DSRAC 05/03/2026
Chris Hani District (Komani) Ref No: DSRAC 06/03/2026
Amathole District (EL) Ref No: DSRAC 07/03/2026

REQUIREMENTS

: National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) Supply Chain Management, Public Management, Logistics, Purchasing Management, Financial Management, Public Administration with at least 1 to 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures

		and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.
<u>DUTIES</u>	:	Provide for Procurement of goods and services for the district. Ensure compliance with procurement regulations and prescripts. Ensure suppliers utilized are properly registered with Central Supplier Database and LOGIS. Assist end users in creating requisitions on LOGIS. Ensure requisitions are linked to the procurement memorandums and are accompanied by clear specifications and/or terms of reference. Receive and issue Request for Quotations and ensure correct evaluation process of RFQ's is done in line with the prescripts. Ensure specifications and terms of reference are properly done and aligned with the prescripts. Verify and re-calculate quotations received for completeness and accuracy. Ensure correct validity periods are set according to the nature of procurement. Facilitate the compilation and consolidation of District Demand Management Plan. Assist and ensure the demand plan is implemented. Assist in conducting market analysis of the commodities utilized by the department. Assist in monitoring and reporting on the commitments of the district. Provide support and assistance to end users in clearing the commitments for the district. Ensure manual orders created are timeously converted into LOGIS. Monitor the update of the manual order register. Assist in the compilation of specifications where necessary. Provide secretariat services to the relevant committees where necessary.
<u>ENQUIRIES</u>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839 - Amathole District (East London) Mr. G. Gugwana Tel No: (039) 492 0297 - Alfred Nzo District (Mount Ayliff) Mr. S. Stuma Tel No: (047) 495 0853 - OR Tambo District (Mthatha) Mr. T. Thomas Tel No: (045) 492 0040 / 0054 - Chris Hani District (Komani) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 10/367</u>	:	<u>ADMIN OFFICER: (ADMIN CLERK SUPERVISOR) REF NO: DSRAC 08/03/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration) Head Office (Qonce) National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management, Public Management, Purchasing Management, Financial Management, Public Administration with at least 1 - 2 years relevant experience within a Supply Chain Management environment. Experience within contracts management will serve as an added advantage. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem-solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.
<u>DUTIES</u>	:	Receive and facilitate contracts management functions in Bid files. Facilitate and ensure award letters and regret letters are processed timeously. Facilitate and administer contracts variations, expansions in contracts. Develop, monitor and maintain contracts register of the department. Facilitate contracts kick-offs on awarded contracts. Maintain and monitor lease contracts registers. Ensure timeous payments of invoices for leases. Ensure performance reports of contracts are updated timeously. Follow up on and report on complaints related to contracted service providers. Provide reports. Request disbursements and payments report on BAS and LOGIS for reconciliation of contracts. Provide and submit reports for Interim and Annual Financial Statements. Assist and provide data in drafting Service Level Agreement.
<u>ENQUIRIES</u>	:	Mr. M. Cezula Tel No: (043) 492 1400 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.

- POST 10/368** : **LIBRARIAN (X 13 POSTS)**
- SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
: Head Office (Qonce) Ref No: DSRAC 09/03/2026 (X3 Posts)
: OR Tambo District (Mthatha) Gxwalibomvu modular Library Ref No: DSRAC 10/03/2026 (X1 Post)
: Joe Gqabi District (Maletswai) Barkly East, Lower Tsitsana & Steynsburg Libraries Ref No: DSRAC 11/03/2026 (X3 Posts)
: BCM District (EL) Mdantsane Public Library Ref No: DSRAC 12/03/2026 (X1 Post)
: Sarah Baartman District (Makanda) Barthust (Hilda Peddie Public Library) & Moses Mabhida (Lungephi April) Kouga Municipality (Loerie Library) Ref No: DSRAC 13/03/2026 (X3 Posts)
: Chris Hani District (Komani) Cradock Public Library, Tarkastad Library Ref No: DSRAC 14/03/2026 (X2 Posts)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library and Information Science / Studies or Bachelor of Information Sciences with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
- DUTIES** : Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets and resources Implement annual recovery of monies. Establish & sustainment of library structures. Management of mini-lib services. Supervision of staff.
- ENQUIRIES** : Ms. R. Swartbooi Tel No: (043) 492 0949 – Head Office & Districts
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with a disability are encouraged to apply.
- POST 10/369** : **ARCHIVIST REF NO: DSRAC 15/03/2026**
- SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
: Head Office (Qonce)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma / B. Degree (NQF Level 6) in Archives and Records Management (Postgraduate Diploma) or Bachelor's Degree in Archives and Records Management with 1 to 2 years relevant experience at production level. History as a Major subject will be an added advantage. Knowledge of following: Legislative framework governing the archives and records management. Storage and retrieval of archival records. Procedures in terms of the working environment. Archival Automated Retrieval System and capturing of metadata, Archival systems, policies and procedures
3 Competencies: Computer literacy) MS Office), Written and verbal communications, Teamwork, writing reports, good verbal and communication skills, Willingness to work independently, under pressure and as a team. A valid driving licence.
- DUTIES** : Ensure collection, arrangement and description and proper preservation of public and non-public records. Receive transfers of public and non-public records. Manage strongrooms and provision of reading room service. Attend to enquiries and researchers. Digitisation of archival records. Capturing on AtoM. Verification of archival records for disposal.
- ENQUIRIES** : Mr. M. Cezula / Ms. S. Cetywayo Tel No: (043) 492 1400 / 0936 - Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with a disability are encouraged to apply.
- POST 10/370** : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 16/03/2026**
- SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
: Chris Hani District (Komani)

REQUIREMENTS

: National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES

: Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES

: Mr. T. Thomas / Ms. A. Phanya Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: Persons with a disability are encouraged to apply.

POST 10/371

: **SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: DSRAC 17/03/2026**

SALARY

: R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)

CENTRE

: Joe Gqabi District (Maletswai)

REQUIREMENTS

: National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure.

Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES

: Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance league programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES

: Mr. P. Masepe / Ms. N. FIKI Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: Persons with a disability are encouraged to apply.

POST 10/372

: **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 18/03/2026**

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
: Joe Gqabi District (Maletswai)
: National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
- ENQUIRIES** : Mr. P. Masepe / Ms. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with a disability are encouraged to apply.
- POST 10/373** : **HR OFFICER (HR CLERK PRODUCTION) REF NO: DSRAC 19/03/2026**
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
: Albany Museum – (Makanda)
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Human Resource Management or Public Management or Public Administration or Industrial Psychology will be an added advantage. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM). Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license.
- DUTIES** : Monitor leave management in museum and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.
- ENQUIRIES** : Dr. P. Cimi Tel No: (046) 622 2312 – Albany Museum (Makanda)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.

POST 10/374 : **PROVISIONING ADMIN CLERK: (SCM CLERK PRODUCTION) REF NO: DSRAC 20/03/2026**

SALARY : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Nelson Mandela District (Gqeberha)
REQUIREMENTS : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Supply Chain Management/ Public Management/ Public Administration/ inventory Management/stores/logistics will be an added advantage. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer will be an added advantage. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

DUTIES : Facilitate receipt of goods and services. Receive, check and record the goods and invoice received from supplier. Compare goods received with requisition forms. Endorse signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments. Stock control and stocktaking.

ENQUIRIES : Mr. S. Javu / Ms. T. Bosman Tel No: (041) 492 1230 / 1232 / 1292 - Nelson Mandela District (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.

POST 10/375 : **STORES CLERK: (SCM CLERK PRODUCTION) REF NO: DSRAC 21/03/2026**

SALARY : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Joe Gqabi District (Maletswai)
REQUIREMENTS : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Records Management or Public Management will be an added advantage. Exposure in the field will be an added advantage. Knowledge of SCM procedures and processes, registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong

		remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr. P. Masepe / Ms. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.
<u>POST 10/376</u>	:	<u>REGISTRY CLERK: OFFICE OF THE MEC REF NO: DSRAC 22/03/2026</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A National Diploma / B. Degree (NQF Level 6) in Archives and Records Management (Postgraduate Diploma) or Bachelor's Degree in Archives and Records Management will be an added advantage. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr. M. Cezula / Ms. S. Cetywayo Tel No: (043) 492 1400 / 0936 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with a disability are encouraged to apply.
<u>POST 10/377</u>	:	<u>HR OFFICER (HR CLERK PRODUCTION) REF NO: DSRAC 23/03/2026</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Joe Gqabi District – (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Human Resource Management or Public Management or Public Administration or Industrial Psychology will be an added advantage. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the

- implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.
- ENQUIRIES** : Mr. P. Masepe / MS. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with a disability are encouraged to apply.
- POST 10/378** : **SCHOOL SPORT COORDINATOR (X3 POSTS)**
Conditional Grant Contract as of 01 April 2025 to 31 March 2028
- SALARY** : R142 701 – R168 093 per annum (Level 5/8), (an all-inclusive remuneration), (plus 37% in lieu of benefits)
- CENTRE** : Chris Hani District (Komani) Ref No: DSRAC 24/03/2026
OR Tambo District (Mthatha) Ref No: DSRAC 25/03/2026
Sarah Baartman District (Makanda) Ref No: DSRAC 26/03/2026
- REQUIREMENTS** : National Senior Certificate, (NQF Level 4) with no work experience required. A Degree / Diploma in Sport Management or Human Movement Science or Sport Administration or Recreation and Leisure Studies will be an added advantage. A fair understanding of the MPP Conditional Grant framework. Exposure within a sport and recreation environment with a focus on school sport will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.
- DUTIES** : Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data.
- ENQUIRIES** : Mr. T. Thomas Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
Mr. S. Stuma Tel No: (047) 495 0853 - OR Tambo District (Mthatha)
Ms. N. Qumza / MS. N. Sandi Tel No: (046) 492 0228 / 0223 - Sarah Baartman District (Makanda)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with a disability are encouraged to apply.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT**

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

- APPLICATIONS** : Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: jobs.gauteng.gov.za
- CLOSING DATE** : 10 April 2026
- NOTE** : Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents). Only an updated comprehensive CV (with detailed personal information, duties, experience, and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. 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. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts technical and generic requirements. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Following the interview process, recommended candidate (s) will be required to attend to generic SMS competency assessment as mandated by DPSA. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

MANAGEMENT ECHELON

- POST 10/379** : **DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/035619**
Branch: Information Communication Technology
- SALARY CENTRE** : R1 813 182 per annum, (all-inclusive remuneration package)
Johannesburg

<u>REQUIREMENTS</u>	:	Qualification in Information Technology at NQF level 8 as recognised by the SAQA. A master's degree in business administration or information technology field would be advantageous. 8 years' experience at a senior managerial level in the ICT environment. Large scale project management experience. Extensive experience in a volume driven processing centre environment will be an advantage. Driver's license. Nyukela certificate must be submitted prior to appointment.
<u>DUTIES</u>	:	Oversee the provision of comprehensive programming and applications support to the GPG, Activities: Ensure the development and implementation of ICT programs and applications to support the GPG departments. Ensure the provision of integrated information support to the GPG. Ensure the implementation of ERP solutions support to the GPG. Ensure that GPG departments use all forms of ICT to enhance operations and accelerated service delivery. Provide technical expertise within the Department and GPG department. Oversee the overall planning and operations management of transversal technology. Support services: Ensure that the information security governance and compliance is maintained within GPG. Ensure the management of ICT infrastructure and operations. Ensure maintenance of ICT infrastructure and operations within GPG to prevent disruption. Ensure that the GPG department's ICT systems are supported. Ensure the transformation of GPG by seeking efficiencies in operational routines with the aid of IT, the redesign, non-innovative bureaucratic systems, and processes, to enable a modernised public service. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Business unit, and of the resources employed by it. Provide guidelines on technology standards and norms set. Ensure guidelines on technology standards are approved, implemented, and maintained. Ensure that the ICT infrastructure architecture is designed and implemented. Ensure the appropriate upgrade of infrastructure architecture design. Manage resources (human/finance/equipment/assets). Evaluate the performance of the business unit on a continuing basis against pre-determined key measurable objectives and standards. Oversee and ensure provision of coaching, disciplining, and mentoring of staff to improve performance. Oversee the management, maintenance, and safekeeping of the business unit's assets. Manage leave in the business unit. Prepare Annual and adjustment budgets for the business unit. Ensure efficient, economic, and effective control and management of the business unit's budget and expenditure. Oversee control of business unit's budgeting and expenditure process in-line with strategic objectives and relevant legislation.
<u>ENQUIRIES</u>	:	Oscar Baloyi at 066 486 5508
<u>POST 10/380</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: REFS/035620</u> Chief Directorate: CFO
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (all-inclusive remuneration package)
	:	Johannesburg
	:	Qualification in Accounting/Finance/Supply Chain/Audit at NQF level 7 as recognized by SAQA. Post graduate qualification would be an added advantage. 5 years of experience at a senior managerial level in the financial management field. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement and internal systems and controls to ensure sound financial management. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector. Nyukela SMS Certificate must be submitted prior to appointment.
<u>DUTIES</u>	:	To oversee the management and provision of financial management within the Department. Oversee the Financial Accounting: Ensure accurate compilation of departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Prepare Annual and Adjustment Budgets for the Department. Ensure efficient, economic, and effective control and management of budget and expenditure. Prepare reports to the Head of Department on all aspects of the departments' finances. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Oversee Financial Reporting. Oversee Revenue Management. Oversee management accounting. Oversee the establishment and implementation of sound, effective and efficient Management Accounting systems in line with PFMA, Treasury Regulations and

other regulatory frameworks. Oversee the management of Departmental Budget and budgeting systems and cycles in line with Departmental Strategic Plan, Annual Performance Plans and Operational Plans. Oversee the virements, rollovers and adjustments to Departmental annual budgets. Oversee the management of cash flows and budget forecasting based on Departmental Programmes: goals and objectives. Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements. Oversee the preparation and submission of Departmental Oversight Financial Reports to Provincial Legislature, Provincial Treasury. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the alignment of Departmental Tender and Contract, Procurement and Asset Management Plan to Strategic Plan. Allocate budget on Departmental Tender and Contract, Procurement and Asset Management Plans. Ensure management, maintenance, and safekeeping of the Department's assets. Ensure that the correct tender and procurement procedures are adhered to. Manage and provide internal control services. Coordinate the implementation of audit recommendations. Provide financial systems and support services. Establish an integrated internal control system (including policies). Establish a delegation's framework. Facilitate assurance services. Retain financial information. Manage and facilitate monitoring and evaluation of departmental budget. Ensure compliance to accounting standards, regulations, and internal control. Provide strategic direction support the HOD and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Advise the HOD pertaining to matters that have strategic and financial implications. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Provide additional information on activities, processes, procedures, and requirements to comply with the determinations of the PFMA is set out in Appendix B. Facilitate the implementation of national norms and standards where applicable. Review and approve policies, standards, and guidelines for the E-GOV's Business Continuity Teams to follow, enterprise-wide, in the development/ enhancement of business continuity plans. Provide direction to the Business Continuity, infrastructure, and support teams. Manage resources (human, financial, equipment/assets). Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. Manage performance of staff and ensure assessment of their performance. Consolidate and manage budget of the chief directorate. Authorise, control, and monitor budget and expenditure. Ensure leave management in the chief directorate. Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives.

ENQUIRIES : Oscar Baloyi at 066 486 5508

DEPARTMENT OF ROADS AND TRANSPORT

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

CLOSING DATE : 10 April 2026

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be

requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

OTHER POSTS

- POST 10/381** : **ENGINEER PRODUCTION GRADE A – C REF NO: REFS/042679**
 Branch: Roads Infrastructure
 Directorate: Construction Capital Projects
- SALARY** : R879 342 – R 1 323 267 per annum, all-inclusive package. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates)
- CENTRE** : Heidelberg Construction unit
- REQUIREMENTS** : Engineering Degree [B Eng/ Bsc (Eng) in Civil Engineering. Registration with ECSA as a professional Engineer with a minimum of 3 years' post qualification engineering experience. Must have a valid driver's license. Knowledge and Skills: Relevant legislation and Public Service, Regulations, Understanding of customers, Knowledge of GPG political and executive structures, Engineering Profession Act 46 of 2000, Gauteng infrastructure, Act 2001, National Land Transport Act 5 of 2009, 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 judgement Networking. Decisive, Teamwork, Diversity focused, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.
- DUTIES** : Render Technical services, Review and approve all new contract documents based on the GCC and COTO, Ensure standards, specification, strategy on all projects is in line with departmental objectives in terms of GCC (including Supply Chain), Ensure proper contract management and on all projects (including contract administration and project management), Identify, compile and manage risk on projects in line with risk management best practice and departmental objectives, Ensure proper planning, programming, and budgeting (financial management) on new projects including reporting on current projects in line with legislation, Apply sound construction management principles on all in – house departmental projects to minimize risk, timeous completion, within cost and specification, Ensure proper Integration management with all stakeholders (internal and external). Ensure training and development of technicians, technologist, and candidate engineers to promote skill/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the engineering work and process, Administer performance and development. Manage resources, prepare, and consolidate inputs for facilitation of resource utilization. Ensure adherence to regulations and procedures of procurement and personnel administration, Monitor and control expenditure, Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures, Research/literature studies to improve expertise. Liaise with relevant bodies/councils on engineering- related matters.
- ENQUIRIES** : Mr Leon Saunders at 069 002 4649

POST 10/382 : **TRADESMAN AIDS REF NO: REFS/042678 (X2 POSTS)**
Branch: Roads Maintenance: Maintenance Technical Auxiliary Services

SALARY : R163 680.per annum (Level 03), (plus benefits)
CENTRE : Koedoespoort (Pretoria)
REQUIRMENTS : NQF Level 2 (Grade 10 certificate or equivalent). 6 months of trade related experience.

DUTIES : Cleaning tools and parts before and after use. Ensuring that the workshop is always kept clean and that warning signs are placed in the correct locations. Assisting with in-house stock-taking services, as well as loading and offloading of stock. Providing support with stock verification process.

ENQUIRIES : Ms. M. Mashele Tel No: (011) 355 7082/Mr. S. Ngcobo Tel No: (011) 355 7498 or Ms. M. Ratsheku Tel No: (011) 355 9026

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways:
a) via the S'thesha Waya Waya - KZN Online recruitment portal at (<https://www.eservices.gov.za>)
or b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. Z.R Bekwa
CLOSING DATE : 07 April 2026
NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts and to use other recruitment processes to fill these posts should it choose to do so.

MANAGEMENT ECHELON

- POST 10/383** : **DIRECTOR: SAFETY RESEARCH AND INFORMATION MANAGEMENT
REF NO: CSL02/2026**
This is a re-advertisement of post number CSL01/2025. Applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.
- SALARY** : R1 266 714 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE
REQUIREMENTS** : Pietermaritzburg
: The ideal candidate must be in possession of 3-year degree (NQF level 7) or higher in Human Sciences / Police Science or relevant equivalent qualification, together with a minimum of 5 years appropriate experience at a middle/senior managerial level in Safety Research and Information Management environment. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government (NSG) prior to appointment. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Civilian Secretariat for Police Service Act,2011, Communication skills, Project management skills in crime prevention, Report writing skills, Financial Management skills, Research skills, Analytical skills, Statistical analysis skills.
- DUTIES** : The successful candidate will be required to manage the provision of research, information analysis and conceptualization services to the Provincial Secretariat. Manage the review of police practices, methodologies,

performance and make recommendations in respect thereof. Direct research into the policing needs of the province and make recommendations. Manage the conceptualization and analysis of information. Develop, evaluate and review community safety models, initiatives and monitoring tools. Ensure efficient and effective management of resources for the Directorate.

Mr. N.D Mchunu Tel No: (033) 341 9300

ENQUIRIES

DEPARTMENT OF HEALTH

“We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department”.

APPLICATIONS

: Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. “Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION

: Mr. A Memela

CLOSING DATE

: 07 April 2026

NOTE

: Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation only when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be 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.

OTHER POSTS

POST 10/384

: **DEPUTY DIRECTOR: HIV/AIDS, STI, TB CARE AND OTHER CONDITIONS TREATMENT ADHERENCE SUPPORT REF NO: G21/2026**
Cluster: Strategic Health Programmes

SALARY

: R896 436 per annum (Level 11), (an all-inclusive salary package)

CENTRE

: Head Office: Pietermaritzburg

REQUIREMENTS

: Matric Certificate; plus A National Qualification, Diploma/Degree in Health or Social Sciences or in related/relevant field as recognized by SAQA; plus, Registration SANC, HPCSA or equivalent body. 3-5 years’ experience as a Clinical Programme coordinator or manager in HAST services; Postgraduate Qualification in Management or Public Health and experience in psycho-social

support will be an added advantage. applicants are submitting Z83 and CV only
 NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Technical and Strategic Leadership: Serve as the technical advisor for the KZN DoH HIV/AIDS, STTB and NCDs adherence, care and support. Provide expert-level guidance to the KZN DoH in HIV and TB programmes, serving as key advisor for strategic and policy programme issues relating to adherence, care and support. Work closely with other Units within the Provincial Health Office to optimize opportunities for integration and leveraging of resources across the different program components for adherence, care and support. Identify opportunities for integrated approaches, provide technical assessments and recommended strategies to test new innovations and interventions for HAST programme adherence, care and support. Provide expert oversight and guidance to Developmental Partners in the province on new approaches to HAST programme adherence, care and support. In collaboration with the other members of the Health Office, advise on the development of tools (such as dash boards) that support continuous learning and adapting to further improvement and evolve the knowledge base and data management capability related to HAST adherence, care and support activities. Project Planning, Management, Monitoring and Evaluation Review routine data for HAST programme adherence, care and support indicators to ensure that district performance is aligned with 95-95-95 targets, and ensure that provincial policies and guidance documents are adhered to. Using routine patient retention HAST programme data, identify poor performing districts and facilities and work with districts and development partners to identify bottlenecks and develop improvement plans to rapidly improve performance in key indicators. Input into provincial nerve center meetings and make sure that development partners and districts follow up and resolve bottlenecks identified in adherence, care and support. Analytically assess the HAST programme treatment retention performance, the available budget, the need for additional activities or ending activities, and input in the design of new projects or activities necessary to achieve strategic objectives. Participate in the design for new activities, including drafting, getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects on adherence, care, and support. Lead routine meetings with implementing partners and district care and support coordinators to discuss technical and programmatic direction of the project. Conduct field visits supported activities to meet with implementing partners and government health officials as appropriate for technical, programmatic, and administrative guidance as necessary. Support reviews and approval for work plans, budgets, quarterly and annual reports, performance monitoring plans and monitoring activities. Identify opportunities and strengthen existing opportunities for integration of HAST programme with health, economic growth and governance activities, and other areas of the department as appropriate. Establish strategic working relationships with senior government officials at the national and district levels, donor agencies, civil society organizations, private sector health counterparts and medical associations, to enhance regular and timely sharing of information on TB and HIV interventions in the country, including changes in key policies, legal and regulatory environments that could affect the implementation of TB and HIV programs. Prepare reports and responses to Departments Senior Management and the funder.

DUTIES

: Coordinate activities that promote clients' advocate advocacy, explain the available options to the clients, keep records of the services offered and work closely with the District HAST Coordinator. Monitor coordination of community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general as the province struggles with viral load completion at 12 months. Monitor implementation of adherence activities whether from department or from social development partners. Promote the delivery of services offered to different groups with the aim of enhancing quality, efficiency and client satisfaction. The goal is to place the recipient of care at the center of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end customer deliveries, including scheduling, transportation, delivery equipment for the HAST programme adherence, care and support. Ensure that the districts support health care facilities, develop tracking and tracing clients who do not attend their club meetings and follow

up within seven - fourteen days to determine whether they have collected their medication. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes, Ensure development of the district adherence communication plan, which will guide health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Monitor that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohort purposes Ensure continuous utilization of an adherence plan for the individuals and support groups. Monitor implementation of the AGL and SOPs, identify gaps for districts to intervene. Evaluate the quality of all adherence process care and support services and identify areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick Up Points (Fac PuPs), Adherence Clubs and External Pick-up Points (Ext PuPs).

ENQUIRIES

: Mrs. J.N Ngozo Tel No: (033) 395 2586

POST 10/385

: **DEPUTY DIRECTOR: PAEDIATRIC/ADOLESCENT HIV/AIDS AND TB MANAGEMENT REF NO: G22/2026**
Cluster: Strategic Health Programmes

SALARY CENTRE REQUIREMENTS

: R896 436 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Pietermaritzburg
: Matric Certificate; PLUS, An undergraduate qualification (NQF Level 7 or Diploma (NQF6) in Nursing, Medicine (MBChB) PLUS Registration SANC, HPCSA or equivalent body. 3-5 years' experience as a HAST or Child health Clinical Programme coordinator or manager; Three to Five (3 to 5) years' experience after registration with professional body in Maternal, Child and Women's Health Programme/ Clinical Programme coordinator. Postgraduate Qualification in Management or Public Health and will be an added advantage. applicants are submitting Z83 and CV only NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Provide leadership and technical expertise in conducting advanced analytics to better inform pediatric/adolescent HIV/AIDS and TB and childhood illness management. Monitor and track progress on pediatric/adolescent HIV/AIDS and TB programmes, projects and activity budgets. Routinely analyze and interrogate data relating to the pediatric/adolescent HIV/AIDS, TB and Strategic Health programs, including related/linked data. Provide leadership and effective, accurate and timely monitoring, evaluation and reporting of all pediatric/adolescent HIV/AIDS, TB and other SHP and projects activities. Provide guidance and develop support materials to enable sustained utilisation of data analytics by relevant health system stakeholders. This includes capacity building on pediatric/adolescent HIV/AIDS and TB management. Ensure high-quality implementation, consistent with NDoH and KZN Provincial monitoring and evaluation guidelines, protocols, information and reporting systems for pediatric/adolescent HIV/AIDS and TB management. Lead efforts to monitor and evaluate pediatric/adolescent HIV/AIDS and TB as well as other SHP program and project interventions, especially the documentation of results and provision of feedback to stakeholders to guide decision-making and support Continuous Quality Improvement interventions. Support and conduct targeted evaluations and operations research, including design, data collection, management and analysis in pediatric/adolescent HIV/AIDS and TB management. Support the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Provincial Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV/AIDS and TB programmes data to generate trends and patterns that inform planning and programming.

DUTIES

: Develop & review policies for child survival covering HIV/TB, pneumonia, diarrhea, EPI & IMCI. Facilitate programs and implement WHO guidelines for pediatric HIV/TB, management of pneumonia, diarrhea, EPI immunizations & IMCI protocols. Identify gaps and challenges in the implementation of the programmes, develop the necessary remedial actions; provide specialist knowledge are necessary and facilitate research to address the technical aspect relating to child health. Interpret National policy and legislative requirements related to pediatric/adolescent HIV/AIDS and TB management

and facilitate effective policy implementation through district guidance, efficient and integrated implementation in Kwa Zulu Natal Province. Develop norms and standards and treatment protocols which allow institutions to as far as possible, manage the impact of HIV&AIDS pandemic through provision of ARVs and TB treatment to eligible patients, especially in children and adolescents. Input on the development, updating, and implementation of HIV&AIDS care, treatment, and support services, policies, and standards that are sensitive to quality of care and equity of service throughout the province. Monitoring and Evaluations: monitor indicators for HIV/TB, pneumonia, diarrhea & EPI to child mortality audits, registers (CHIP, DHIS). Develop appropriate tools with the required indicators to monitor the progress in the implementation of the policy framework viz. Child mortality audit meetings, and facility monitoring and evaluation tools e.g. add register, chip, DHIS. Monitor HIV vertical transmission rates; TB co-infection rates in pregnant teens. Ensure all pregnant teens (10-19yrs) screened for TB at clinics (report quarterly). Provide expert technical assistance and capacity building including support for the design, implementation, and monitoring and evaluation of HIV interventions to ensure implementation of DMOC for children and adolescents. Facilitate processes to secure additional resources to effectively meet the impact of the pandemic for pediatric/adolescent HIV/AIDS and TB management. Develop guidance, tools, case studies, models, and other materials related to pediatric/adolescent HIV/AIDS and TB programming to promote learning across the province, and to share Department of Health's expertise with external stakeholders. Coordinate and facilitate provincial training and mentoring of the department and its counterparts on all the Paediatric and Adolescent HIV/AIDS and TB management related subjects. Monitor uptake of Differentiated Model of Care (DMOC) by stable patients across the province (age disaggregates for children and adolescents). Provide technical guidance to stakeholders to strengthen capacity of local health systems, partners and communities to deliver quality care, treatment and support health services in pediatric/adolescent HIV/AIDS and TB management. Liaise with research institutions with a view to influence research programmes being conducted in support of departmental initiatives to manage pediatric/adolescent HIV/AIDS and TB. Planning, coordinating, and monitoring HIV Care and Treatment work to meet targets aimed at closing the gaps along the 95-95-95 HIV care cascade with the aim to contribute to achieving control of the HIV epidemic. Provide technical support to health workers on pediatric HIV/TB, pneumonia, diarrhea, EPI & IMCI training. Identify gaps assess service challenges in HIV/TB, pneumonia, diarrhea, EPI & IMCI; develop remedial actions & research. Develop human resources and provide district technical support to health workers in health districts and health facilities regarding child health issues. Develop teen-friendly HIV/TB services (e.g., mobile clinics, peer educators). Provide technical assistance to district and facility management team. Conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance. Facilitate training in all key areas of women's health and adolescent health Programme. Oversee PrEP rollout for high-risk adolescents (track uptake).

ENQUIRIES

: Mrs. J.N Ngozo Tel No: (033) 395 2586

POST 10/386

: **DEPUTY DIRECTOR: TUBERCULOSIS/ DRUG RESISTANT TB CONTROL PROGRAMME REF NO: G23/2026**
Cluster: Strategic Health Programmes

SALARY CENTRE REQUIREMENTS

: R896 436 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Pietermaritzburg
: Matric Certificate; PLUS, An appropriate Health Science Degree or Diploma (NQF 7) as recognized by SAQA. Registration SANC, HPCSA or equivalent body. 3-5 years' experience as a Clinical Programme coordinator; Postgraduate Qualification in Management or Public Health and will be an added advantage. applicants are submitting Z83 and CV only. Knowledge, Skills, Training and Competencies Required: Specialized knowledge and skills related to the clinical management of TB/HIV. Specialized knowledge and skills of Multi and X-Treme-Drug Resistance TB. Integrated policy development within a complex multi-disciplinary environment. Extensive knowledge and experience in the Coordination of Tuberculosis and HIV services.

DUTIES

: Monitor implementation of finding missing TB cases strategy by Analysing performance against set target. Provide feedback on identified gap and coordinate support to Districts with gaps. Coordinates linkage to care of all TB

positives patients including RR monthly and quarterly by ensuring that all districts receive NHLS alerts, analyses NHLS results against registered patients and follow up. Review district performance on outcomes (interim and final TB/HIV integration, against the set target by conducting Desktop data analysis, identify gaps and coordinate support visits and training to bridge the Gap. Give feedback reports to Districts on strength and challenges identified. Develop standardized tool for monitoring and reporting on vacant, filling and allocating of TB Grant HR resources. Develop a detailed SOP/ Guide on compilation of Quarterly National TB Control Program (NTCP) Report. Revise and finalize Drug Resistant Mortality Audit Tool. Facilitate updating of referral pathways per District according to new Decentralization plan. Facilitate and conduct Clinical reviews to ensure adherence to protocols. Coordinates DRTB and DSTB Clinical trainings and updates according to identified training needs. Coordinates community management of DRTB clinicians and Outreach Teams. Coordinates Electronic Drug-Resistant TB WEB (EDRWEB) training and updates. Assist with the coordination of quarterly TB/DR stakeholders and Provincial Technical advisory meetings. Identify together with Districts policy barriers. Link Districts with relevant stakeholders to find innovation solutions. Liaise with Districts to assist with the linking of community-based services in the TBCB. Monitor implementation of the resolutions. Monitor correct implementation of suspect register during facility visits. Convene TBCP quarterly meetings to monitor and provide feedback on programme management. Compile and submit Quarterly and annual Performance Progress and Dora reports timeously. Compile and submit Quarterly NTCP report to NDOH on set submission dates.

ENQUIRIES : Mrs. J.N Ngozo Tel No: (033) 395 2586

POST 10/387 : **DEPUTY DIRECTOR: ANTIRETROVIRAL THERAPY REF NO: G24/2026**
Cluster: Strategic Health Programmes

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Pietermaritzburg
: An appropriate Health Science Degree or Diploma (NQF 7) as recognized by SAQA. Registration SANC, HPCSA or equivalent body. 3-5 years' experience in Clinical ART Programme coordination or management; HIV/AIDS short course programme management and project management will be an added advantage. applicants are submitting Z83 and CV only. Knowledge, Skills, Training and Competencies Required: Knowledge of the treatment of HIV and AIDS, particularly with regard to the use of ARV's is essential. An innovative approach to service delivery processes is required. Ability to interpret legislation and national policy and translate it into a practical framework for the province. Competencies: strategic Capability and Leadership, Client Orientation and Customer Focus, Service Delivery Innovation, Change Management, Problem Solving and Analysis, Knowledge Management, Communication, people management and Empowerment, Programme and Project Management, Financial Knowledge, Honesty and Integrity.

DUTIES : Analyse national policy imperatives and facilitate implementation of the ARV programme/protocols with a view to develop/formulate integrated departmental policies to enable institutions to effectively and efficiently implement the Programme in the management of patients with HIV and AIDS prioritizing population and geographic gaps. Develop a comprehensive set of norms and standards that will enable the Department to monitor and evaluate the impact of the ARV Programme on the health status of the population. Determine the specific resource needs for Institutions regarding ARV treatment protocols and facilitate processes to enable the MEC and the HOD to unblock such barriers as well as to mobilize additional support. Mobilize expertise and support to participate in departmental initiatives to strengthen the ARV roll-out and program sustainability. Monitor implementation of all related program policies especially community-based program and ART treatment adherence guidelines. Facilitate implementation models of quality improvement at all management levels to address identified gaps in policy and practice. Ensure efficient utilization of all resources allocated in the ART program at all management levels.

ENQUIRIES : Mrs. J.N Ngozo Tel No: (033) 395 2586

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>CLOSING DATE</u>	:	09 April 2026
<u>NOTE</u>	:	N.B: Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 10/388</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): NEUROSURGICAL REF NO: MPDOH/MAR/26/1236</u>
<u>SALARY</u>	:	R693 096 – R789 861 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Neurosurgical Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Neurosurgical Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant

legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

: Provide effective management and professional leadership in the specialized units of Neurosurgical. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/389

: **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA & EMERGENCY REF NO: MPDOH/MAR/26/1237**

SALARY CENTRE REQUIREMENTS

: R693 096 – R789 861 per annum
 : Rob Ferreira Hospital (Ehlanzeni District)
 : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Trauma & Emergency Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Trauma & Emergency Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Trauma & Emergency. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/390 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDOH/MAR/26/1238**

SALARY : R638 856 – R6707 625 per annum
CENTRE : Bushbuckridge Sub-District (Malaria Control Programme)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (2026). A minimum of three (3) appropriate experiences in the relevant profession after registration with the (HPCSA) as independent practice of which five (5) years must be appropriate experience in supervisory / management level. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Environmental Health Services related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid driver's licence.

DUTIES : Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to the sub-districts and municipalities on existing and newly promulgated legislation and norms and standards. Ensure the implementation of Chapter 3 of the National Environmental Management Act, 1988 (Act 108 of 1998), Assist in the development and compilation of Environmental Management Plan for the National Department of Health and ensure annual compliance reporting in compliance to NEMA 1998. Facilitate the implementation of health impact assessment of the development in South Africa. Ensure the integration of health impact assessment within environmental impact assessment processes in the country. Coordinate and support the implementation of water quality monitoring and sanitation programmes by the sub-districts and municipalities. Capacitate Environmental Health Practitioners in the sub-districts and municipalities on norms and standards for health water quality monitoring for protection of public health. Coordinate the implementation of hygiene promotion programmes in the country towards the implementation of sustainable development goals. Build capacity of community health workers, health promoters and environmental health workers on hygiene behaviour chance promotion. Execute any related activities as directed by the immediate supervisory / management level.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766

3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/391 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/MAR/26/1239**

SALARY : R476 367 – R559 548 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Paediatric / Child Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Paediatric Ward. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/392 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/MAR/26/1240**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Operating Theatre Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and

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

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/393 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF. NO: MPDOH/MAR/26/1241**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Intensive Care Unit Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Intensive Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/394 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/MAR/26/1242**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Trauma & Emergency Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Trauma & Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 10/395</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/MAR/26/1243</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1 year, accredited with the SANC in terms Government Notice R212 in Paediatric / Child Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Paediatric Ward. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 10/396</u>	:	<u>ASSISTANT DIRECTOR: LEARNERSHIP AND INTERNSHIP PROGRAMMES REF NO: MPDOH/MAR/26/1244</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development / Public

Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' experience in Human Resource Development at supervisory / management (Level 7/8). Valid driver's licence. Knowledge: Knowledge of relevant legislation (e.g. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS) Reporting procedure, Customer Care, Access to information Act, Report Requesting, etc. Skills: Basic interpersonal relationships, Problem Solving, Planning and Organising, Ability to interpret directives, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing, Facilitating, Mentoring, Communication at both high and lower levels, Accounting, Computer literacy, Networking, Human Resource Management, Human Resource Planning, Staffing Needs Analysis, Financial Management, Formal presentation, Training, Research, Risk Management / Control, Data validation, Data interpretation and Data modelling. Personal Attributes: Commitment, Self Confidence, Loyalty, Trustworthy, Enthusiastic, Integrity, Responsibility, Persuasive and Hardworking.

DUTIES : Coordinating implementation of learnership and internship programs. Implementing the professional development programme. Facilitating the identification of mentors and creating a nurturing environment for interns and learners. Conducting induction program for interns and learners. Development of Workplace Skills Plan (WSP) and Annual Training Report (ATR). Managing allocated resources for the sub-directorate.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

NOTE : NB: The post is targeted for a persons with a disability.

POST 10/397 : **DIETICIAN GRADE 1 REF NO: MPDOH/MAR/26/1245**

SALARY : R397 233 - R454 191 per annum
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2026). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/398 : **OCCUPATIONAL THERAPIST GRADE 1: MENTAL HEALTH NHI REF. NO: MPDOH/MAR/26/1246**

SALARY : R397 233 - R454 191 per annum
CENTRE : Provincial Office, Mbombela, (Nelspruit)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 10/399</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT MPDOH/MAR/25/1247</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA plus three (3) years relevant experience in Supply Chain Management. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer (Level 7). Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic Accounting System (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.
<u>DUTIES</u>	:	Supervise and facilitate logistical services. Supervise and control the work of sub-ordinates (including in-service training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as processing of requisitions, authorization of procurement advice, creation of purchase orders and guidance to all clients, chief user clerks and responsibility managers. Maintain the Central Supplier Database (CSD) and other procurement and provisioning systems. Ensure proper record keeping and manage all open orders. Ensure that procurement processes comply with the PFMA, PPPFA, Treasury Regulations and Departmental SCM policies and procedures. Evaluate and test compliance with all purchasing transactions. Ensure management and monitoring of commitments. Deal with Human resources matters such as leave management and performance development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining to supply chain management unit. Implement internal procurement policies, regulations systems and procedures. Provide documentation, information and reports required during internal and external audits. Supervision of the subordinates. Attend and respond to audit queries.

<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 10/400</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR-4): LEGISLATION AND CONTRACT DRAFTING REF NO: MPDOH/MAR/26/1248</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R388 392 - R444 075 per annum Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus LLB Degree with a minimum of five (5) years post graduate legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Draft and or amend legislation administered by the Department and pilot it through legislature. Comment on draft legislation of other Departments on behalf of the Department, Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract. Prepare monthly reports for and on behalf of the Director.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 10/401</u>	:	<u>STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF. NO: MPDOH/MAR/26/1249</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) Mapulaneng Hospital (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.
<u>DUTIES</u>	:	Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services.

Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

APPLICATIONS : Applications must be submitted online through the link erecruitment.mpg.gov.za, A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated).

CLOSING DATE : 07 April 2026 at 12H00

NOTE : (Only shortlisted candidates will be required to submit certified documents; all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 first two recommended candidates for Senior Management Service and Deputy Directors posts will be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representability in terms of race, gender, and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts. Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 10/402 : **CHIEF DIRECTOR: PROVINCIAL REGULATING ENTITY (PRE) REF NO: CD/PRE/HO/136**

SALARY : R1 494 900 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree Transport Management/ Fleet Management/ Public administration/Management at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years' of experience at Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: National Road Traffic Act, National Land Transport Act (NLTA) and Regulations, Transport Appeals Tribunal Act, Promotion of Administrative Justice Act (PAJA, Promotion of Access to Information Act, Protecting of Personal Information, Constitution of The Republic of South Africa, guidelines. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and

verbal communication skills. Knowledge of legislative prescript governing the Public Service eg Public Financial Management Act (PFMA). Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Provide strategic direction and leadership to Provincial Regulatory Entity. Manage and coordinate directorates to ensure efficient delivery service. Ensure compliance with laws, regulations and policies. Foster collaboration and effective communication among directorates. Develop and implement policies to enhance regulatory frameworks. Monitor and evaluate performance of directorates. Oversee promoting and improving safety on public transport systems, Manage the process of regulating public transport, manage public transport related conflicts, monitoring compliance by operators and associations. Manage operator licenses services. Manage Adjudication processes. Provide advice on people management issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/403 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE MAINTENANCE AND PORTFOLIO (ROADS) REF NO: CDTIMP/HO/137**

SALARY : R1 494 900 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 plus a 3-year B Degree in Civil/ Structural Engineering (NQF Level 7 as recognised by SAQA), plus extensive work experience in the related field of which 5 years of experience at Senior Managerial level (Roads). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Road Act, Ribbon Act, General condition of construction contract (GCC), Public Financial Management Act (PFMA). Project Management. Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA). Understanding. Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Manage Transport Infrastructure planning services. Manage the design of roads, bridges and material infrastructure. Manage transport Infrastructure construction services. Manage the maintenance of transport Infrastructure. Oversee programme management services. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/404 : **CHIEF DIRECTOR: GOVERNMENT MOTORS TRANSPORT REF NO: CD/GMT/HO/138**

SALARY : R1 494 900 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 plus a 3-year B Degree in Fleet Management, Transport Management /Public administration/Management (NQF Level 7 as recognised by SAQA), plus extensive work experience in the related field of which 5 years of experience at Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies:), Public Financial Management Act (PFMA). Project Management. Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA). Understanding. Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Good written and verbal communication skills, high sense of responsibility, Computer

- literacy, conflict management and analytical skills. Interpersonal Relations Report writing.
- DUTIES** : Providing strategic leadership in the management of Government vehicle fleets. Overseeing the management maintenance and safe keeping of Government's motor fleet assets. Effective management of Government contracts. Ensuring compliance with relevant Public Service legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations. Developing transport management policies, guidelines and best practices. Establish and maintain Governance and Administrative system for the Chief Directorate. Management of risks, budget, expenditure, human resources, strategic planning and audit issues. Manage workshop services. Manage the maintenance and repairs of vehicles.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780
- POST 10/405** : **DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: D/NYS/02**
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)
: Head Office
: Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Management / Administration (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (EPWP). A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. A valid driver's licence. Knowledge, Skills and Competencies: EPWP policy, EPWP recruitment guidelines, EPWP Reporting Systems, NYS guidelines, Knowledge on Microsoft office (excel, word, PowerPoint). Good communication skills and presentation skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service eg Public Financial Management Act (PFMA). Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
- DUTIES** : Create work opportunities by implementing EPWP flagship including National Youth Service Programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with EPWP norms and standards. Provide advice on people management issues.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780
- POST 10/406** : **DIRECTOR: LAND TRANSPORT PLANNING REF NO: DLTP/HO/139**
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive package)
: Head Office
: Grade 12 Certificate plus a B Degree / B-tech in Transport Management/ Fleet Management (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.
- DUTIES** : Develop and update provincial land transport policies, strategies and plans in terms of the National Land Transport Act 5 of 2009 Develop norms and

standards related to the operationalisation of the ITPs and its sector plans to ensure uniformity, consistency and the quantification of performance. Manage and co-ordinate public transport stakeholders and forums. Ensure integrated transport planning. Managing the assessment of land use development applications in relation to the impact on transport, traffic and related services. Coordinate aviation, rail and inland waterways services. Coordinate freight and corridor development services. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/407 : **DIRECTOR: SCHOLAR TRANSPORT REF NO: DST/HO/140**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3 year B Degree / B-tech in Transport Management/ Public Management/ administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Oversee the administration of subsidization of scholar transport services. Planning and budgeting of scholar transport services. Manage payment of scholar transport services. Manage, review and implement scholar transport policy. Manage development of scholar transport subsidy management. Manage of scholar transport contracts. Monitor the implementation of scholar transport contracts. Manage scholar transport meetings and forum. Liaison with scholar transport operators. Develop and implement scholar transport monitoring system. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/408 : **DIRECTOR: REGISTRATION REF NO: D/R/HO/141**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus B Degree B Degree / B-tech in Transport Management/ Economics (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Manage the Registration of Public Transport Operators. Manage NLTIS. Manage route assessment or verification. Render conflict resolution services. Indirect management of processing the applications for Operating Licensing. Manage human and financial resources. Management of risk within the division. Manage conflict resolution in the Taxi industry. Liaise with conflicted Associations or parties, Municipalities, Traditional authorities, Government Departments and other transport stakeholders during route disputes. Manage assessment of route and operations. Manage Registration Administration System (RAS). Monitor whether taxi associations have fully functional offices and full executive committee in place, Monitor Annual General Meetings of all the taxi Associations. Monitor elections for the executive committees of all taxi associations. Monitor compliance of the taxi association with the standard constitution. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/409 : **DIRECTOR: RISK MANAGEMENT REF NO: DRM/HO/142**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus / B Degree B Degree / B-tech in Public Administration/Management/ Risk Management/ Auditing / Forensic Investigation (NQF Level 7 as recognised by SAQA), work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Risk Management / Forensic Investigation). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, skills and Competencies: Internal control measures. Protected Disclosure Act. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Manage of risk services. Develop the Risk Policy, Risk Implementation Plan and Risk Management Strategy. Provide enterprise risk management services. Develop of risk registers. Conduct risk assessments. Monitor the Implementation of risk mitigation strategies. Manage risk education awareness services. Conduct workshops on fraud and corruption. Manage development of Awareness program schedule. Develop awareness programme and presentation. Coordinate risk management committee Manage ethics management and fraud preventions. Conduct verification of the financial disclosures. Report of any unethical fraud flatulent. Develop and monitor internal anti-corruption systems and plans. Manage and coordinate fraud management committees. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/410 : **DIRECTOR: INTERNAL AUDIT REF NO: D/IA/HO/143**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B Degree / B-tech in Commence / Auditing/ Financial Management at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Auditing). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Internal Audit Framework, Global IIA Standards. Good communication skills and presentation

skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Provide internal audit assurance services. Review the compliance with laws, regulations, policies, plans, procedures and contracts. Provide performance audit services. Review safeguarding of assets. Review the achievement of strategic goals and objectives. Review the reliability and integrity of information. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/411 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSCM/HO/144**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Administration / Management / Financial Management/Supply Chain at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Supply Chain). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Understanding of the PFMA AND Treasury Regulations, Public Service Act, Public Service Regulation, Protection of Personal Information Act, PAIA. Communication, presentation and report writing. Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, writing of reports and letters, Handling of Conflict and breaking down of resistance to change, negotiation skills, creativity, problem solving and listening skills, teamwork and coordination, compilation of business plans, computer literacy.

DUTIES : Manage demand planning services. Monitor future and frequency of the demand. Monitor expenditure, commodity and industry. Manage the link of demand requirements to the budget. Manage acquisition services. Manage the operation of the finance committee and the bid committees. Monitor compliance with the departmental supply chain management policy. Monitor that supply chain objectives are consistent with government procurement policies. Quality assure bid specifications for compliance to norms and standards. Monitor cost efficiency of procurement process Manage logistical and disposal services. Monitor compliance with supply chain management policies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/412 : **DIRECTOR: COMMUNICATION REF NO: D/C/HO/145**

SALARY : R1266 714 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus B Degree/ B-tech in Public Relations, Media Liaison, Journalism, at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Communication). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Excellent communication skills, advance writing, Editing, and verbal skills for various platforms and audiences. understanding of Government communication systems media management and Public Relation. PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service

		Regulations, Public Service Interpretation of legislation / policies, Policy/guideline formulation. Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Presentation, Innovative.
<u>DUTIES</u>	:	Manage media liaison and monitoring services Coordinate & monitor radio talks-shows. Coordinate live streaming event. Manage community liaison and event management services. Manage the branding of the department. Manage internal communication, production and Publication services. Manage and coordinate the provision of printing services. Manage and Coordinate the publication of internal newsletters. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Ms. PN Mokhotla Tel No: (013) 766 6780
<u>POST 10/413</u>	:	<u>DIRECTOR: OFFICE OF THE HOD REF NO: D/C/HO/146</u>
<u>SALARY</u>	:	R1266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus B Degree B-tech/ in Public Management/ Administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Management level (Administration). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment Knowledge, Skills and Competencies: Advance writing report able to handle confidential information. PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Interpretation of legislation / policies, Policy/guideline formulation. Excellent Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Presentation, Innovative.
<u>DUTIES</u>	:	Manage and coordinate matters emanating from Head of the Department. Manage the administrative activities in the office of the HOD. Provide direct secretarial support to the HOD. Manage diary of the HOD. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Ms. PN Mokhotla Tel No: (013) 766 6780
<u>POST 10/414</u>	:	<u>DIRECTOR COORDINATION (EPWP) REF NO: D/CEPWP/HO/147</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus minimum of 3-year Degree / B-tech in Public Management / Administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (EPWP). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment Knowledge, Skills and Competencies: EPWP policy, EPWP recruitment guidelines, EPWP Reporting System, Knowledge on Microsoft office (excel, word, PowerPoint) and Interpersonal relations. Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.
<u>DUTIES</u>	:	Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and visibility of EPWP through marketing, branding and project profiling, manage stakeholder relations and provide technical support

to EPWP stakeholders and public bodies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
Ms. PN Mokhotla Tel No: (013) 766 6780

ENQUIRIES

POST 10/415

DIRECTOR: FLEET MANAGEMENT (GMT) REF NO: DFM/HO/148

SALARY

CENTRE

REQUIREMENTS

R1 266 714 per annum, (all-inclusive package)
Head Office
Grade 12 Certificate plus a 3-year Degree/ B-tech in Transport Management / Fleet Management / Logistic Management/ Transport Economics/Public Management/ Administration or related field (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies: Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations, MS Office Suite (Word, Excel, PowerPoint). Excellent interpersonal and analytical, report-writing.

DUTIES

Manage the administration of the provision of provincial government motor transport. Develop and monitor the implementation of provincial government motor transport policies and guidelines. Facilitate procurement of fleet. Administer the registration and licensing of the fleet. Monitor the compliance with subsidized motor transport policy and the implementation of transversal contract. Co-ordinate auction services. Maintain provincial fleet register. Conduct investigation on fleet related matters. Manage accidents and losses (Includes claims, liaison with State Attorneys, risk etc). Monitor utilization of provincial fleet, compliance with transversal contract and policies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES

Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/416

DIRECTOR: POLICY DEVELOPMENT & RESEARCH REF NO: DPDR//HO/149

SALARY

CENTRE

REQUIREMENTS

R1 266 714 per annum (Level 13), (all-inclusive package)
Head Office
Grade 12 Certificate plus B Degree / B-tech in Research, Social Science, Public policy, Economic/ Public administration and Development studies at (NQF Level 7 as recognized by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Proven experience in designing, managing& implementing research projects and programmes, Policy frameworks, policy legislative instruments. Conducting qualitative and quantitative research and applying methods and approach, Managing policy research and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities.

DUTIES

Manage and guide the department on policy development processes and ensure its alignment with the national, provincial legislative frameworks. Coordinate the development of departmental policies. Provide advisory services on policy development Review of existing departmental policy. Provide secretariat function to the policy committee. Manage the development

of departmental research strategy and research agenda as well as oversee the implementation of research studies of the department. Manage research round table discussions to improve policy discussions, policy options as well as development for the research agenda for the department. Facilitate customer and stakeholder's feedback processes focused on continuous improving the level of service delivery. Coordinate and undertake commissioned research related to the department problems Collect and manage statistical data. Advice the department on research findings and recommendations. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Ms. PN Mokhotla Tel No: (013) 766 6780

ENQUIRIES

POST 10/417

SALARY
CENTRE
REQUIREMENTS

DIRECTOR: STRATEGIC PLANNING REF NO: D/SP/HO/150

R1 266 714 per annum (Level 13), (all-inclusive package)
Head Office
Grade 12 Certificate plus B Degree / B-tech in Public Policy, Economic/ Public Administration and Development Studies at (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Administration). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Knowledge, Skills and Competencies: Proven experience in editing, managing& implementing programmes, Policy frameworks, policy legislative instruments and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes and people management capabilities. knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Computer literacy especially. Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills.

DUTIES

Manage the compilation and generation of relevant quality business plans. Manage the alignment of the departmental medium strategic framework to local, provincial and national strategies. Develop and implement the strategic performance plans [Annual Performance Plans (APP) and Operational Plans (OP)] for the Department. Manage the alignment of the departmental medium strategic framework to Local, Provincial and National. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES

POST 10/418

SALARY
CENTRE
REQUIREMENTS

DIRECTOR: PROPERTY DEVELOPMENT REF NO: D/DP/HO/151

R1 266 714 per annum (Level 13), (all-inclusive package)
Head Office
Grade 12 Certificate B Degree/ B-tech in Property Management / Real Estate / Property Studies (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Property). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment Knowledge, Skills and Competencies Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Public Finance Management Act. Interpersonal Relations Report writing. Promotion of Access to Information Act, Protecting of Personal Information Act, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, communication and presentation, Writing of reports, Conflict management.

- DUTIES** : Oversee and manage the Mpumalanga Provincial Asset Register Portfolio. Manage assets performance in terms of operational, utilization of space and statutory compliance. Ensure correctness of records/data captured in the Asset Register System as per asset register minimum requirements. Identify un-surveyed state land for surveying services. Manage the vesting process and ensure that assets are registered under Mpumalanga Provincial Government. Ensure legislative compliance with GIAMA, PFMA, NT regulations and MCS. Prepare the audit processes and mitigate AG findings for the directorate. Prepare and submit of monthly, quarterly and annual reports. Preparation of Annual Financial Statements (AFS) disclosure. Liaison with external and internal stakeholders. Interpret conditions assessment, SG diagrams, Title Deeds, Municipal valuation roll. Asset Values and updating of Immovable Asset Register. Management of Risk and Human Resource. Attend Provincial GIAMA and meetings and National IAR and vesting task team.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780

OTHER POSTS

- POST 10/419** : **CHIEF ENGINEER ELECTRICAL GRADE A (HEALTH, PUBLIC WORKS, OTHER DEPARTMENT INFRASTRUCTURE IMPLEMENTATION) REF NO: CEE/B/HO/10**

- SALARY CENTRE REQUIREMENTS** : R1 266 450 per annum, (all-inclusive package), (OSD)
: Head Office
: Grade 12 Certificate plus minimum of 3-year B Degree / B-tech Degree in BSC / BEng Degree / Electrical Engineering. (NQF Level 7 as recognised by SAQA) Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Electrical Engineer / Technologist plus 5 years relevant working experience at as Engineer/Technologist Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations, and the National Building Regulations (NBR). Knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, building standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

- DUTIES** : Lead and coordinate implementation of public building infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments for procurement schedules. Manage implementation and close out of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Coordinate infrastructure implementation in the districts. Provide strategic and technical input into project scoping and feasibility assessments of infrastructure projects. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.
- ENQUIRIES** : Ms. PN Mokhotla Tel No: (013) 766 6780

- POST 10/420** : **CHIEF ENGINEER MECHANICAL ENGINEERING GRADE A REF NO: CEPA BM/HO/11**
Building Infrastructure Design

- SALARY CENTRE REQUIREMENTS** : R1 266 450 per annum, (all-inclusive package), (OSD)
: Head Office
: Grade 12 Certificate plus minimum of 3-year B Degree / B-tech Degree in BSC / BEng Degree / Mechanical Engineering. (NQF Level 7 as recognised by SAQA), Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Mechanical Engineer / Technologist plus 5 years relevant working experience at as Engineer/Technologist in Mechanical Engineering Valid drivers' licence. Knowledge, Skills and Competencies: Experience in planning, of building infrastructure projects. Understanding and

interpreting, applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations, and the National Building Regulations (NBR). Knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, building standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Lead and coordinate the Design of infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments, allocate projects and finalise procurement schedules. Develop and enforce standard design. Manage design of infrastructure programmes/ projects for client departments. Undertake projects, feasibility studies and obtain planning approval. Compile and prepare report project performance. Manage structural designs, technical support and general office drawing services. Provide standards and specifications for structures. Manage procurement of service providers in close collaboration with Departmental SCM. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.
Ms. PN Mokhotla Tel No: (013) 766 6780

ENQUIRIES

POST 10/421 : **CHIEF ENGINEER GRADE A (ROAD MAINTENANCE) REF NO: CEE/GER/161**

SALARY : R1 266 450 per annum, (all-inclusive package), (OSD)
CENTRE : Gert Sibande
REQUIREMENTS : Grade 12 Certificate plus 3-year Degree B-tech degree/ Civil/ Structural Engineering. (NQF Level 7 as recognised by SAQA) Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Engineer/Technologist plus 5 years relevant working experience at as Engineer/Technologist Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations. Good knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, Roads standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Manage roads special maintenance services at the district. Manage and execute the maintenance of roads and street monitor and control roads maintenance projects at the district. Monitor and control the quality of work done by contractors at the district. Manage material design. Enforce road ordinance, protection Acts and administer maintenance contracts. Ensure effective maintenance of roads at the district. Maintain roads systems and provide training services. Develop and maintain bridge management system. Develop and maintain maintenance management system. Develop and maintain pavement management system. Co-ordinate training services to officials for operating heavy equipment's. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Write of reports.

ENQUIRIES Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/422 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DDPD/HO/03**
Prestige Accommodation Services

SALARY : R1 059 105 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree / B-tech in Property Management / Real Estate/ Property Studies / Immovable Asset Management (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant

<u>DUTIES</u>	:	Director level. Experience in field of Immovable asset Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Public Financial Management Act (PFMA). Project Management. Immovable Asset Management. Government-Wide Immovable Asset Management Act (GIAMA). Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA), Hiring and Letting. Analytical thinking. Problem Solving. Project Management. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Manage hiring and letting of VIP/ Prestige and other residential accommodation. Manage and maintain all VIP/ Prestige and other residential accommodation. Manage and maintain the Parliamentary Village. Manage the provision of furniture and appliances for the VIP/ Prestige accommodation. Manage routine inspections on all VIP/Prestige and other residential accommodation. Manage the VIP/ Prestige and other residential accommodation register. Monitor the compliance with the Member's handbook. Manage municipal accounts. Manage resources of the section (human, financial, assets). Lease of immovable assets. Manage municipal account.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/423</u>	:	<u>DEPUTY DIRECTOR: PROPERTY VALUATION REF NO: DDPW/HO/04</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year B Degree / B-tech Degree in Real Estate / Property Valuation (NQF Level 7 as recognised by SAQA). Registered as a Professional Valuer with the South African Council of Property Valuers (SACPV), plus 3 years working experience at an Assistant Director level. Experience in the related field of property valuation. A valid driver's licence. Knowledge, Skills and Competencies: Decision making, mobilization of stakeholders. Communication and Presentation. Report writing. Conflict management. Interviewing skills. Negotiation skills. Problem solving. Logical and Analytical thinking. Ability to maintain good relationships. Ability to judge results and circumstances objectively. Ability to work in a team. Self-control. Sense of Responsibility. Ability to produce accurate work. Reliability and tactful work under pressure and meet deadlines. Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Municipal Property Rates Acts, Government Immovable Assets Management Act (GIAMA), Protection of Personal Information Act, Treasury Regulations, PPPFA and SCM processes.
<u>DUTIES</u>	:	Develop, review and maintain valuation services, policies and procedures. Undertake research on current best practices in relation to property valuation services. Develop, implement and maintain property valuations policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property valuations policies and procedures to relevant stakeholders. Establish proper property valuations governance processes and internal control measures. Execute property valuation services in line with applicable standards. Carry out valuations for acquisition or disposal of property, Property market related values for Immovable Asset Register. Compile detailed valuation reports to clients. Review and object to Municipal General Valuation Rolls and relevant Municipal Supplementary valuations, Draft evaluation reports for submission to the Land Affairs Board, certify correctness of valuations reports to the Department. Indicate any changes in the properties and ensure maintenance of records. Represent the Department in valuation disputes. Appoint and coordinate external valuations processes and relationships. Review and assess private evaluators' reports and services. Collaborating with external and internal stakeholders.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/424</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Thulamahashe Ref No: DDPM/THU/05, Re -advert) Nkangala Ref No: DDPM/NKA/156
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year B Degree / B-tech in Property Management / Real Estate / Property Studies (NQF Level 7 as recognised by SAQA). plus 3 years working experience at an Assistant Director level. Experience in the

related field of Property Management. A valid driver's licence Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Property & Facilities Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Financial management, asset management, people management, conflict management and good interpersonal relations. Strong negotiation skills, ability to work under pressure and willingness to work long hours.

DUTIES : Facilitate payment of property rates and taxes in the districts. Ensure payments, collection of rental and user charges. Accurate reconciliation of payments, rental collection and user charges. Rendering of property administrative support services. Management of districts' asset registers. Effective management of shared services (water, electricity, telephones, etc.). Ensure compliance with Occupational Health and Safety and other related prescripts. Management of personnel and financial resources. Coordination of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/425 : **DEPUTY DIRECTOR: PROVINCIAL WORKSHOP REF NO: DDPW/HO/06**
(Re-advert)

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree Requirements: (minimum of 3-year Degree (NQF level 7 as recognised by SAQA) in Mechanical Engineering, studies plus work experience at an Assistant Director level in Mechanical. Experience in the related field of Mechanical Engineering A valid driver's licence Knowledge, skills and Competencies: Good communication skills both written and verbal and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Knowledge of legislative prescript governing the Public Service. High sense of responsibility. Conflict management and analytical skills. Financial management. Interpersonal relations. Report writing.

DUTIES : Management of maintenance and repairs to Government owned vehicle fleet. Manage breakdown services to Government owned fleet. Manage accident repairs. Manage technical personnel at Government Garage. Advice on the withdrawal of motor vehicles and board yards. Facilitate maintenance and repairs to government owned fleet. Provide advice to provincial Departments regarding maintenance, repairs and withdrawal of government owned vehicles. Manage the implementation and compliance of all national contracts, policies and other related government owned vehicle prescripts. Facilitate breakdown services and board yards. Respond to audit queries. Supervise and manage the section.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/426 : **DEPUTY DIRECTOR: EPWP (COORDINATION) REF NO: DDPW/HO/07**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Management /Administration (NQF level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of EPWP. A valid driver's licence. Knowledge, Skills and Competencies: EPWP policy. EPWP recruitment guidelines. EPWP Reporting System. Knowledge on Microsoft office (excel, word, PowerPoint) and Interpersonal relations.

DUTIES : Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards. Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and visibility of EPWP through marketing, branding and project profiling. Manage stakeholder relations and provide technical support to EPWP stakeholders and public bodies. Manage Resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

<u>POST 10/427</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: DDRM/HO/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus a 3-year B Degree / B-tech in Library and Information Science / Archives and Records Management (NQF level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Records Management. A valid driver's licence. Knowledge, Skills and Competencies: Understanding of Mpumalanga Archives and Records Service Act. Understanding of the PFMA. Public Service Act. Public Service Regulation. Protection of Personal Information Act. PAIA. Communication skills both verbal and writing. Presentation and report writing skills.
<u>DUTIES</u>	:	Provide registry and records / data management services. Monitor and review records management policies. Develop and implement Knowledge management strategy. Promote and ensure overall compliance with Promotion of Access to Information Act (PAIA) & Protection of Personal Information Act (POPIA).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/428</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR/HO/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus 3 years B Degree / B-tech in Labour Law / Labour Relations / Employee Relations (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Employee relations. A valid driver's licence. Knowledge, Skills and Competencies: PFMA. Labour Relations Act. Basic Conditions of Employment Act. Public Service Act. Employment Equity Act. Public Service Regulations. Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council's Resolutions. Interpretation of legislation / policies. Policy/ guideline formulation. Communication (verbal and written). Computer literacy. Organising, Analytical. Problem solving. Budgeting / Financial skills. Innovative. Leadership skills. Negotiating skills. Presentation skills. Innovative.
<u>DUTIES</u>	:	Development and implementation of Labour Relation Policies. Management and implementation of discipline in the Department and the Code of Conduct. Implementation of Code of Conduct. Advance sound labour relations through the addressing of grievances, conflicts and disputes. Provision of Labour Relations support to the Department on Labour Relation matters. Facilitation of Capacity programmes in the Labour Relations field. Create and maintain labour relations database.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/429</u>	:	<u>DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: D/DPD/HO/152</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive package) Head Office Grade 12 Certificate plus a / B-tech B Degree in, Business administration, Public Policy, / Public Administration / Management and Development studies (NQF Level 7 as recognised by SAQA), plus 3 years' work experience as an Assistant Director level in Policy Research and Experience in the field of policy development, Strategic planning and policy& research. A valid driver's licence Knowledge, Skills and Competencies: Proven experience in developing, reviewing & implementing policies projects and strategic frameworks, conducting policy research and analysis to support evidence-based decision making, drafting policy proposal. Managing policy research and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities. Internal control measures, Public Service Act, planning, Report writing, computer skills, interpersonal skills, communication.
<u>DUTIES</u>	:	Manage and guide the department on policy development processes and ensure its alignment with the national, provincial legislative frameworks.

Coordinate the development of departmental policies. Provide advisory services on policy development Review of existing departmental policy. Provide secretariat function to the policy committee. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/430 : **DEPUTY DIRECTOR: MONITORING & EVALUATION (EPWP) REF NO: DD/ME/EPWP/HO/154 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Head Office
: Grade 12 Certificate plus a B-tech /B Degree in Public Management / Administration (NQF Level 7 as recognised by SAQA), plus 3 years' work experience as an Assistant director level. Experience in the field of EPWP. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Decision making, mobilization of stakeholders, presentation, Report writing, Conflict Management, teamwork and coordination, and computer literacy.

DUTIES : Manage EPWP data and reporting. Monitor creation of work opportunities in respect to the targets if the different public bodies across the different sectors. Monitor projects for compliance to EPWP norms by the different public bodies. Evaluate the impact of projects/programmes implemented. Provide capacity building of stakeholders and public bodies in terms of reporting EPWP reporting system. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Assess progress against sector specific EPWP Targets. Report progress outputs in all EPWP Performance Indicators. Verify accuracy and consistency of reported data against project records. Establish and maintain data base on captured projects in the EPWP Reporting System Perform qualitative and quantitative assessments on EPWP data. Evaluate compliance with programme standards and policy imperatives. Determine socio economic impact of EPWP Initiatives across spheres of Government. Provide capacity building support to all Municipalities and Provincial Departments.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/431 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR/HO/155**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (all-inclusive package)
: Head Office
: Grade 12 Certificate plus 3 years B-tech /Degree in Labour Law / Labour Relations / Employee Relations (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Employee relations. A valid driver's licence. Knowledge, Skills and Competencies: PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation / policies, Policy/ guideline formulation. Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.

DUTIES : Promote and administer collective bargaining including leading of negotiations with trade unions at Department, Provincial, or National levels (PSCBC/GPSSBC). Manage and represent the Department in disputes, conciliations, and arbitration hearings at CCMA or Bargaining Councils. Develop and implement Labour Relations policies, strategies, and procedures regarding employee relations, disciplinary action, and grievances. Interpret labour legislation (LAA, BCEA, EEA) and apply public service regulations to ensure compliance. Coordinate and monitoring of implementation of labour policies and agreements. Minimize strikes and labour unrest.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

<u>POST 10/432</u>	:	<u>DEPUTY DIRECTOR: HRU& CD REF NO: DD/HRU &CD/EHL/157</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Ehlanzeni
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a B-tech / B Degree in Human Resource Management/Development/Public Management/Administration (NQF Level 7 as recognized by SAQA), plus 3 years' work experience as an Assistant level. Experience in the field of Human Resource Management. Valid drivers' licence, PERSAL and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Analytical thinking. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.
<u>DUTIES</u>	:	Manage induction Programmes i.e. (BB2E, Orientation, re-orientation Compulsory Induction Programmes). Manage learner ships, internship and apprenticeship programmes. Co-ordinate training and development of employees. Implement performance management system. Co-ordinate and development of the district workplace skills Programmes. Conduct skills audit in the districts. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/433</u>	:	<u>DEPUTY DIRECTOR: HRU& CD LEARNERSHIP & INTERNSHIP REF NO: DD LI/HRU&CD/HO/158</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a B-tech / B Degree in Human Resource Management/Development/Public Management/Administration (NQF Level 7 as recognized by SAQA), plus 3 years' work experience as an Assistant level. Experience in the field of Human Resource Management. Valid drivers' licence, PERSAL and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Analytical thinking. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.
<u>DUTIES</u>	:	Establish, Facilitate and implement learnership programmes. Develop learnership guidelines and curriculum. Coordinate internship programmes. Market Internship and Learnership programmes. Facilitate mentorship programmes. Implement / Facilitate the induction on the BB2 Manage Induction Programmes i.e. (BB2E, Orientation, re-orientation Compulsory Induction Programmes). Manage learner ships, internship and apprenticeship programmes. Co-ordinate training and development of employees. Implement performance management system. Co-ordinate and development of the district workplace skills Programmes. Conduct skills audit in the districts. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/434</u>	:	<u>CONTROL TRANSPORT INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11)
<u>CENTRE</u>	:	Nkangala Ref No: CTI/NKA/159 Bohlabela Ref No: CTI/BOH/160
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus Traffic Officers Diploma plus National Diploma in Transport Management (NQF level 6 as recognized by SAQA) plus 3 years' work experience as Chief Transport Inspector. Experience in the related field of Inspectorate A valid driver's license. No criminal record and willingness to undergo the process of security clearance. Knowledge, Skills and

Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Coordinate law enforcement management in the district. Coordinate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Manage the implementation of public law operations and gathering of statistics. Develop a monitoring mechanism for law enforcement operations. Develop new strategies and models to improve service delivery Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Write of reports.

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/435 : **ENGINEER TECHNICIAN CONTROL A (DESIGN AND MATERIAL) REF NO: ETCA/HO/12**

SALARY : R551 493 per annum, (all-inclusive package), (OSD)
CENTRE : Head Office

REQUIREMENTS : Grade 12 plus 3-year National Diploma in Engineering (NQF Level 6 as recognized by SAQA). Six years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) minimum as a Professional Engineering Technician. Valid drivers' licence and proficiency in computer applications are essential. A relevant work experience in the design and material environment, with at least 2 years being post-registration. Knowledge, Skills and Competencies: Sound knowledge of the planning, implementation, and management of Roads maintenance and refurbishment projects in the public sector. Familiarity with relevant legislation, policies, and regulations including the PFMA, CIDB Act, Occupational Health and Safety Act Experience in contract documentation, procurement processes, and administration (JBCC, GCC, or similar). Understanding of Roads Maintenance Environment, life cycle costing, and facilities maintenance management systems. Good knowledge of engineering and maintenance planning software (e.g., Civil Designer, Prokon, AutoCAD). Advanced proficiency in MS Office (Word, Excel, PowerPoint) and project tracking tools. Strong written and verbal communication, negotiation, planning, and organisational skills. Ability to manage contractors and service providers on site and coordinate multiple maintenance teams.

DUTIES : Manage design of materials, pavements and methods of treatment. Provide standards and specification for materials and treatment of materials. Prescribe testing methods and execute quality control on materials and processes. Manage technical measurements. Prepare technical and performance reports, assist in budgeting processes, and contribute to infrastructure reporting to oversight bodies

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/436 : **PROJECT COORDINATOR: EPWP NKANGALA DISTRICT REF NO: PCEPWP/NK/162**

SALARY : R582 444 per annum (Level 10)
CENTRE : Nkangala District

REQUIREMENTS : Grade 12 Certificate plus a 3-year National diploma/ B Degree in Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer level. Experience in the field of EPWP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of EPWP Environment the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Decision making, mobilization of stakeholders, presentation, Report writing, Conflict Management, teamwork and coordination, and computer literacy.

DUTIES : Coordinate the provision of Expanded Public Works Programmes. Render EPWP monitoring services at the districts. Contribute to the training of artisans and labour-intensive practitioner. Implement youth services and contractor development programmers. Provide support to municipalities. Management of law enforcement officials and financial resources. Coordination of reports.
ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/437 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R582 444 per annum (Level 10)
: Ehlanzeni Ref No: ADSM/EHL/13
: Bohlabela Ref No: ADSM/THU/14

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Security Management / Security Risk Management / Policing (NQF Level 6 as recognised by SAQA). Professional registration with PSIRA Grade A, plus a 3-years work experience as a Security Officer. No criminal record. Valid drivers' licence and computer literacy. Knowledge, Skills and Competencies: knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Sound Presentation Skills. Problem Solving. Planning organising, leading and control. Strong Analytical Skills and Facilitation Skills. Records Management and Security Management. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes.

DUTIES : Manage the coordination of all security aspects (administration, physical, information, personnel and ICT) in line with MISS and MPSS. Develop security policies, frameworks, security plan and standard operating procedures. Develop a departmental vetting strategy and investigations for security clearance. Liaise with SAPS and SSA regarding all incidents or suspected incidents of security breaches and information leakages and recommend mitigating strategies/actions against identified security threats. Develop and implement departmental events management procedures. Liaise with SAPS on issues involving criminal activities for staff and advice management on security matters. Oversee the monitoring and evaluation of security compliance, performance of outsourced security service providers and adherence to SLAs. Management of personnel and financial resources. Coordination of reports. Ensure the availability and existence of proper security systems. Conduct security assessment / appraisal and give advice on security systems and general security measures. Ensure safety of departmental documentation, personnel and assets. Coordinate vetting and screening of officials. Conduct investigations on security related matters. Manage Resources (human, financial, assets/ equipment).
ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/438 : **ASSISTANT DIRECTOR: SCHOLAR TRANSPORT CONTRACT MANAGEMENT AND MONITORING REF NO: ADSTCMM/HO/19**

SALARY CENTRE : R582 444 per annum (Level 10)
: Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management /Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer. Experience in the field of Transport Management. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of National Land Transport Act Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Monitor the implementation of scholar transport contracts. Coordinate scholar transport forum. Liaison with scholar transport operators. Develop and implement effective monitoring system. Manage resources (human, financial, assets/ equipment).

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/439 : **ASSISTANT DIRECTOR: TRANSPORT FREIGHT AND CORRIDOR DEVELOPMENT REF NO: ADTFCD/HO/15**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Economics / Public Management / Administration (NQF Level 6 as recognised by SAQA) plus 3 years' relevant working experience as Administrative Officer. Experience in the related field of Transport Management. A valid driver's licence. No criminal record. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of National Land Transport Act Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act Promotion of Administrative Justice Act (PAJA). Promotion of Access to Information Act. Protecting of Personal Information Act. Public Finance Management Act. Problem-Solving. Planning, organizing, leading and controlling. Decision making. Mobilization of stakeholders, communication and presentation. Writing of reports, Conflict management.

DUTIES : Establish and sustain freight forums and working groups. Establish and maintain freight database. Coordinate research on freight infrastructure development systems. Manage resources (human, financial, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/440 : **ASSISTANT DIRECTOR: HRM INFORMATION SYSTEM REF NO: ADIS/HO/21**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Human Resource Management / Public Management/ Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a Human resource practitioner. Experience in the field of Human resource management. PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's licence. Knowledge, Skills and Competencies: Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHSA). Skills: Financial Management, Analytical thinking. Problem Solving. Project Management. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing.

DUTIES : Ensure maintenance of PERSAL system. Identify and coordinate PERSAL training. Maintain and update PERSAL users' profile. Evaluate / recommend to the PERSAL Management changes to the system in terms of the SCC. Ensure that prerequisites and procedures of PERSAL are well executed. Execute control and audit measures by making use of PERSAL exception reports. Create departmental codes on PERSAL. Draw and analyse PERSAL reports as per stakeholders' request. Protection of Information Act (POPIA) and Promotion of Access to Information Act (PAIA).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/441 : **ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT (ASSET SYSTEM) REF NO: ADIT/HO/22**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Software Developer/ Immovable Asset Management/ (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as technician, administrator. in the field of private/public sector and Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of ICT Technical and Governance, Public Service Act, Public Financial Management Act and other related legislations, Project Management, Government Immovable Asset Management, Employment Equity, Basic Conditions of Employment, Ethics in government. Occupational Health and Safety Act, Treasury Regulations. Skills, Good communication (verbal, written and presentation) skills. Strong leadership and management skills, ability to develop a strong working team, Good interpersonal relations, Analytical

thinking, problem solving, financial management skills. Change management, understanding of deeds searches, municipal valuation roles, and asset values. Computer Literacy, Report Writing. Planning, Organising. Leading and controlling principles. Knowledge of basic minimum requirement of IAR.

DUTIES : Manage and maintain the Immovable Asset Management System. To provide technical support to Immovable Asset Management officials from Head office and Districts and end users. To monitor the system usage and prevent unauthorised access to data. To monitor the completeness of asset life cycle information. To analyse property information in the system. To integrate the Immovable Asset Register System with LOGIS, GIS and GIAMA. To analyse data integrity and quality assurance. To provide the users access and security management of the Immovable Asset Register. Mitigation of Risk and Audit findings. Manage resources (human, financial, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/442 : **ASSISTANT DIRECTOR: ACCOMMODATION REF NO: ADA/PR/23**
Re-advert

SALARY : R582 444 per annum (Level 10)
CENTRE : Pilgrim's Rest
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Public Administration/ Tourism or Hospitality. (NQF level 6 as recognized by SAQA) plus 3 years work-relevant experience as Administrative Officer Accommodation in the relevant field. Experience in the field in Tourism and Hospitality. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Tourism and Hospitality Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Handle reservations and bookings of state-owned guest houses and halls. Monitor cleaning of houses, guest houses and halls. Manage laundry services. Asset management, supervision of staff and compilations of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/443 : **ASSISTANT DIRECTOR: HR UTILISATION AND CAPACITY DEVELOPMENT REF NO: ADHRUCD/THU/24**
Re-advert

SALARY : R582 444 per annum (Level 10)
CENTRE : Thulamahashe
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Human Resources Management / Human resource Development / Public Administration / Management (NQF level 6 as recognized by SAQA) plus 3- years' work experience. Experience in the field of Human Resource Development. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Human Resource Utilisation & Capacity Development Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Coordinate skills audit and identification of staff training needs. Facilitate training and development of employees in line with the Workplace Skills Plan (WSP). Coordinate learnership and internships programmes. Coordinate the implementation of legislation that supports skills development. Monitor implementation of the Performance Management and Development System (PMDS). Coordinate orientation and induction programmes. Supervision of staff, sectional records keeping and compilation of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/444 : **ASSISTANT DIRECTOR: LICENSING (X2 POSTS)**

SALARY : R582 444 per annum (Level 10)
CENTRE : Thumahashe Ref No: ADL/THU/25, Re-advert
Middelburg Steve Tshwete Ref No: ASD /MST/163
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Transport Management / Fleet Management / Public Administration / Management/Logistics. (NQF level 6 Degree as recognized by SAQA) plus 3- years' work experience. Experience in the field of Transport. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service, National Land Transport Act. NALTIS System, National Road Traffic Act,

transport Appeals Tribunal Act 39 Of 1998, Promotion of Administrative Justice Act (PAJA), Public Service Regulation Act, Protection of Personal Information Act, Promotion of Access to Information Act. Public Transport Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Administer operating licensing applications. Receive, and verify applications before capturing. Prepare spreadsheet for publication application for Gazetting. Printing of operating licence and uplifted Capturing of applicants into Land Transport Permit System (LTPS). Issue/uplift operating licenses. Provide administration related duties. Prepare spreadsheet of gazette applications to secretary for the PRE Adjudication committee for consideration. Facilitate the call-ins to operators for Adjudication committee hearings. Implement the decisions made by the Adjudication Committee. Consolidate the stats of all applications adjudicated by the committee and uplifted Prepare monthly reports and keep records.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/445 : **ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT REF NO: ADIT/HO/171**

SALARY : R582 444 per annum (Level 10)

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Property Law / Real Estate / Town & Regional Planning / Financial Management / Immovable Asset Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as a Property Administrator. Experience in the field Property Law / Real Estate / Town & Regional Planning / Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in GIAMA. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking, Project Management. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.

DUTIES : Facilitate asset register. Monitor asset performance. Provide vesting and surveying services. Interpret condition assessment findings and update the asset register. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/446 : **CHIEF TRANSPORT INSPECTOR: NKANGALA REF NO: CTI/NK/172**

SALARY : R582 444 per annum (Level 10)

CENTRE : Nkangala

REQUIREMENTS : Grade 12 Certificate plus Traffic Officers Diploma / National Diploma (NQF level 6 as recognized by SAQA) in Transport Management with relevant extensive experience in the related field of which 3 years' experience should be at Chief Transport Inspector level. A valid driver's license. No criminal record and willingness to undergo the process of security clearance. Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Coordinate law enforcement management in the district. Facilitate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Coordinate the implementation of public law operations and gathering of statistics. Develop and monitoring mechanism for law enforcement operations. Provide new strategies and models to improve service delivery. Management of law enforcement officials and financial resources. Coordination of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/447 : **ASSISTANT DIRECTOR: SERVICE CONDITION & REMUNERATION REF NO: ADSCR/HO/164**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year / National Diploma in Human Resource Management/ Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a personnel Practitioner. Experience in the field of Human resource management, PERSAL Introduction is compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Capture and process employee benefit, administer remuneration matters (Leave, housing, medical, injury on duty, long service recognition, overtime pension allowances, terminations, PILIR etc.) Manage resources (human, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/448 : **CHIEF ARTISAN GRADE A REF NO: CAG/EHL/46**

SALARY : R480 261 per annum, (OSD)
CENTRE : Ehlanzeni
REQUIREMENTS : Grade 12 Certificate plus 3-year National Diploma in Built Environment (NQF level 6 as recognized by SAQA) plus 3year experience as an Artisan Foreman. Drivers licence' Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.

DUTIES : Maintenance of building, manage of minor projects, and manage the supply of steam in hospitals within the district. Manage technical services and support in conjunction with Artisan and associates in field, workshop and technical Office activities. Ensure the promotion of safety in line with statutory and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Liaise with relevant Bodies on technical and related matters. Monitor expenditure according to budget to ensure efficient cash flow. Manage Human resource/assets.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/449 : **CHIEF ARTISAN GRADE A PLANT AND EQUIPMENT REF NO: CAG/PE/NKA/47**

SALARY : R480 261 per annum, (OSD)
CENTRE : Nkangala
REQUIREMENTS : Grade 12 Certificate plus 3-year National Diploma in Civil/ Mechanical (NQF level 6 as recognized by SAQA) plus 3year experience as an Artisan Foreman. Drivers licence' Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.

DUTIES : Administer the maintenance and repairs of roads construction equipment. Render administration services. Render lowbed Services. Manage districts plant and equipment workshops. Ensure the promotion of safety in line with statutory and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Monitor expenditure according to budget to ensure efficient cash flow management. Liaise with relevant Bodies on technical and related matters.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/450 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ADRM/HO/16**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma / B Degree in Public Management / Administration/ Risk Management / Auditing / Forensic Investigation (NQF Level 6 as recognised by SAQA), plus 3 years work experience as a Risk officer/Auditor. Experience in the field of Risk Management / Auditing / Forensic Investigation. A Valid drivers' licence
Knowledge, Skills and Competencies: Knowledge of Public Finance Management Act. Internal control measures. Protected Disclosure Act. Public Service Act. Report writing. Computer skills. Interpersonal skills. Good communication skills both verbal and writing.

DUTIES : Facilitate enterprise risk management services. Coordinate risk management committee meetings. Coordination of financial disclosure, assist in developing Risk Management Policies and other Risk Management documents. Facilitate the identification and evaluation of Departmental risks. Monitoring and implementing the fraud and anti-corruption prevention plan. Assist in developing and implementing mitigation techniques to minimize the impact of potential risks. Promoting ethical culture. Conducting Risk Management Awareness programme. Compile quarterly risk reports to the Departmental and Risk Committee. Assists in facilitating and evaluation of the implementation of internal and external audit recommendations. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/451 : **ASSISTANT DIRECTOR: NON-MOTORIZED TRANSPORT REF NO: ADNMT/HO/17**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Economics / Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer. Experience in the field of Transport Management. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of National Land Transport Act, Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Decision making, mobilization of stakeholders. Good communication both verbal and writing. Presentation skills. Report writing. Conflict Management. Teamwork and coordination, and computer literacy.

DUTIES : Promote the development of non-motorised transport. Liaise with relevant stakeholders. Manage the funding of non-motorised projects. Manage resources (human, financial, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/452 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: ADPM/HO/18**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Property Management / Real Estate / Immovable Asset Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as a Property Administrator. Experience in the field Property Management / Real Estate / Immovable Asset Management. Valid drivers' licence and computer literacy are essential
Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in GIAMA. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking, Project Management.

		Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.
<u>DUTIES</u>	:	Render residential accommodation services. Render office accommodation services. Render prestige accommodation services. Lease of immovable assets. Manage municipal account. Manage resources (human, financial, assets/ equipment).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/453</u>	:	<u>ASSISTANT DIRECTOR: FLEET CONTROL (GMT) REF NO: ADFC/HO/20</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management /Fleet Logistic / Public Administration (NQF level 6 as recognised by SAQA), plus 3 years relevant working experience as an Administrative officer. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and competencies: Constitution of The Republic of South Africa, Knowledge of National Land Transport Act, Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, team work and coordination.
<u>DUTIES</u>	:	Identify vehicle needs. Facilitate procurement of fleet. Administer the registration and licensing of fleet. Maintain assets register. Monitor compliance with fleet, subsidy and maintenance policy and contract. Manage resources (human, financial, assets / equipment)
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/454</u>	:	<u>ASSISTANT DIRECTOR FLEET LOGISTIC REF NO: AAFP/NKA/134</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management / Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
<u>DUTIES</u>	:	Manage the provisioning of Government owned and Subsidized fleet. Control the utilization of government transport Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/455</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY VALUATION REF NO: DAPW/HO/135</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Real Estate / Property Valuation (NQF Level 7 as recognised by SAQA). Registered as a Professional Associate Valuer with the South African Council of Property Valuers (SACPV),

plus 3 years working experience at a Property Administrator. Experience in the related field of property valuation. A valid driver's licence. Knowledge, Skills and Competencies: Decision making, mobilization of stakeholders. Communication and Presentation. Report writing. Conflict management. Interviewing skills. Negotiation skills. Problem solving. Logical and Analytical thinking. Ability to maintain good relationships. Ability to judge results and circumstances objectively. Ability to work in a team. Self-control. Sense of Responsibility. Ability to produce accurate work. Reliability and tactful work under pressure and meet deadlines. Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Municipal Property Rates Acts, Government Immovable Assets Management Act (GIAMA), Protection of Personal Information Act, Treasury Regulations, PPPFA and SCM processes.

DUTIES : Coordinate, review and maintain valuation services, policies and procedures. Undertake research on current best practices in relation to property valuation services. Facilitate in, implement and maintain property valuations policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property valuations policies and procedures to relevant stakeholders. Establish proper property valuations governance processes and internal control measures. Execute property valuation services in line with applicable standards. Carry out valuations for acquisition or disposal of property, Property market related values for Immovable Asset Register. Compile detailed valuation reports to clients. Review and object to Municipal General Valuation Rolls and relevant Municipal Supplementary valuations, Draft evaluation reports for submission to the Land Affairs Board, certify correctness of valuations reports to the Department. Indicate any changes in the properties and ensure maintenance of records. Represent the Department in valuation disputes. Assist in Appointing and coordinating external valuations processes and relationships. Assist in assessing private evaluators' reports and services. Collaborating with external and internal stakeholders.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/456 : **ASSISTANT DIRECTOR: HRP&A: REF NO: ADHRP&A/NK/165**

SALARY : R468 459 per annum (Level 09)

CENTRE : Nkangala District

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Human Resource Management/ Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a personnel Practitioner. Experience in the field of Human resource management, PERSAL Introduction is compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Facilitate recruitment, selection and appointment of staff. Maintain the district establishment. Handle promotions, change of rank, transfers, relocation and resettlement etc. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/457 : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: ADAM/GS/166**

SALARY : R468 459 per annum (Level 09)

CENTRE : Gert Sibande Districts

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Financial management or Finance related (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Financial management A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations.

		Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
<u>DUTIES</u>	:	Render movable asset management services. Render immovable asset management services. Render inspection of movable assets. Manage resources. Maintain and manage movable assets database and compile reports. (human, financial, assets/ equipment)
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/458</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: ADFC/EHL/167</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Ehlanzeni District Grade 12 Certificate plus a 3-year National Diploma in Financial Management/ Accounting/ Public Management (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Financial management, BAS/LOGIS system PERSAL courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
<u>DUTIES</u>	:	Render financial accounting services. Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records. Render financial management services. Manage financial systems controls at the district. Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records.
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/459</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ADMA/EHL/168</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Ehlanzeni District Grade 12 Certificate plus a 3-year National Diploma in Financial Management / Accounting (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Management Accounting budgeting BAS/LOGIS system PERSAL courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
<u>DUTIES</u>	:	Manage the departmental budget. Verify budget availability and allocation, audit invoice and other supporting documents before processing in financial system. Administer the collection of revenue and debtor's management. Capture payment in LOGIS and BAS. Attach payment stubs to paid vouchers. Handle payment queries and answer audit queries. Safe keeping of financial records. Manage staff. Manage resources (human, financial, assets/ equipment).
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/460 : **ASSISTANT DIRECTOR: OFFICE OF THE DDG REF NO: ADODDGTM/HO/169**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years relevant working experience as an Administrative officer. Experience in the field of Administration handling confidential documents. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and competencies: Knowledge of Public Service. Knowledge of the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, teamwork and coordination.

DUTIES : Manage the diary of the DDG. Attend and write minutes during the DDG meeting. Opening correspondence, answering phone calls. Overseeing the office budget, including processing invoices Scheduling meeting and ordering furniture and equipment necessary for seamless operations. Completing administrative tasks, like filing document and updating records. Assisting other employees, such as helping or ensuring workers have the necessary resources. Planning DDG meeting, making travel arrangements for office. Regularly updating the DDG with the event or meeting ahead. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/461 : **ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEM (MIS) REF NO: ADMIS/HO/170**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Computer Science/ Information Technology (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an IT Special list. Experience in the field extensive experience in IT support services, level. Knowledge of Corporate governance of ICT policy framework (CGICTPF) and other IT governance frameworks and standards Management of Information System. A valid driver's licence. Knowledge, Skills and Competencies: Extensive evaluation and analytical skills. Knowledge of Information security and Cybercrime. Technical knowledge of Government transversal systems (Bas, PERSAL, Logis, and Novel Groupwise/ Outlook) will be an added advantage. Knowledge and experience in IT Project Management, ICT Systems Support Management and IT Risk Management. Innovative and strategic skills as well as self-driven and team leading skills. Good administration and time management as well as report writing skills will serve as strong recommendation. Public Financial Management Act (PFMA). Project Management.). Problem. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing.

DUTIES : Develop, implement and monitor IT governance plans. Ensure high adherence to IT regulations, policies and procedures. Evaluate, recommend, and provide guidelines on new trends in IT developments and solutions. Ensure that Departmental IT systems are safe from Cyberattacks and other information security vulnerabilities. Conduct awareness of the IT security policy. Monitor the implementation of the IT risk register. Ensure implementation of resolutions of the IT governance structures and report progress. Ensure availability of IT systems/applications. Manage IT projects, budgets and Assets. Consolidate the IT systems performance/evaluation reports. Evaluate new trends on information technology developments. Render Geographic Information Systems (GIS). Provide applications development throughout their lifecycle (design, test, development). Provide business applications management.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/462 : **COMMUNICATION OFFICER: PRODUCTION AND PUBLICATION REF NO: COPP/HO/26**

SALARY : R397 116 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Grade 12 Certificate plus a 3-year National Diploma in Media Studies / Communication Science / Graphic Design / Marketing / Advertising / Audiovisual Production (NQF level 6 as recognized by SAQA) plus 3 years' work experience. Experience in the field Production and Publication. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Production & Publication Environment. Computer literacy especially application of latest software technologies. Camera operation, video editing and archiving procedures. Good communication (verbal and written) skills, project management, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Give creative direction on supplied briefs. Source and write material to support internal communications. Render proof reading and editing services for documents and publications. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audiovisual services to departmental events. Archiving of pictures, footage and videos on audio-visual library. Marketing and brand management. Social media engagement and management. Web content development and management
<u>ENQUIRIES</u>	:	Mr. SI Mazibuko Tel No: (013) 766 6961
<u>POST 10/463</u>	:	<u>ARTISAN FOREMAN (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R382 047 per annum, (OSD)
	:	Mmamethlake Hospital Ref No: AF/MH/41 (X1 Post)
	:	Lekwa Cost centre Ref No: AF/L/43 (X1 Post)
	:	Embhuleni Hospital Ref No: AF/EMB/48 (X1 Post)
	:	Vaalbank Cost centre Ref No: AF/Vaal/49 (X1 Post)
	:	Watervalboven Ref No: AF/Wat//50 (X1 Post)
	:	Middelburg Ref No: AF/Mid/51 (X1 Post)
	:	Witbank Ref No: AF/Wit/52 (X1 Post)
	:	Victor Khanye Ref No: AF/VK/53 (X1 Post)
	:	Mpungwe Hospital Ref No: AF/MH/54 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus relevant Trade Test certificate with 3 years as an Artisan. A valid driver's license. The candidates must have a and willing to work overtime and standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer literacy. Knowledge of legal compliance and Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Project Management. Change. Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.
<u>DUTIES</u>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Text repair equipment and facilities according to standards. Quality assurance. Serviced and maintained equipment and or facilities. Ensure adherence to safety standards. Requirements and regulation. Supervise and mentor Artisan.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/464</u>	:	<u>TRAINING OFFICER: HRU & CD REF NO: TO/HRU&CD/NK/27 (X1 POST)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Nkangala District
	:	Grade 12 Certificate plus a 3-year National Diploma in Human Resources Management / Development / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
<u>DUTIES</u>	:	Responsibilities: To administer assessment process (PMDS). Consolidate all programme performance reports. Coordinate and monitor learnership and internship. Attend to all queries pertaining (PMDS).

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/465 : **PERSONNEL PRACTITIONER: SERVICE CONDITION & REMUNERATION. REF NO: PPSC&R/HRU&CD/EHL/38**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Ehlanzeni District
: Grade 12 Certificate plus a 3-year / National Diploma in Human Resource Management/ Public Management/Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a Personnel Office. Experience in the field of Human resource management (Service Condition), PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Capture and process employee benefit, administer remuneration matters (Leave, housing, medical, injury on duty, long service recognition, overtime pension allowances, terminations, PILIR etc.). Manage resources (human, assets / equipment)

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/466 : **ADMIN OFFICER: FLEET PROVISIONING REF NO: AAFP/HO/28**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Nkangala District
: Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management/Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Provisioning of Government owned and Subsidized fleet. Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/467 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: SAS/ST/29**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Steve Tshwete
: Grade 12 plus 3-year National Diploma in Financial Management / Financial Accounting (NQF Level 6 as recognized by SAQA), plus 3 years' experience. Experience in the field of Salaries. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury Regulations, BAS, LOGIS, and PERSAL, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Collect Revenue, reconcile revenue collected Invoice client Department, Administer petty cash float.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/468 : **PROVISIONING ADMINISTRATIVE OFFICER: (SUPPLY CHAIN MANAGEMENT) REF NO: PAOSCM/HO/30**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office
: Grade 12 Certificate plus a 3-year National Diploma in Supply Chain / Procurement / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of Supply Chain / Procurement. Valid drivers' licence. Knowledge, skills and Competencies: Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy.

DUTIES : Compile and capture requisitions on LOGIS. Check the accuracy of transactions information on requisitions prior approval. Approve requisitions and authorize orders on LOGIS. Manage vendor performance. Expediting of orders. Manage Labour saving devices and Supervision of staff.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/469 : **ADMIN OFFICER: MOVABLE ASSET REF NO: ADMA/BO/31**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Bohlabela
: Grade 12 Certificate plus a 3-year National Diploma in Finance / Assets Management / Logistic Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of Assets Management. Valid driver's license. Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Asset Management Environment. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Oversee and review the monitoring of assets in accordance with asset management policies and procedures. Monitor and review the capturing of moveable assets. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Asset verification according to prescribed time frames. Assist with the development of asset management policies and guidelines. Supervise staff to ensure sound moveable asset management. Monitor expenditure patterns of all units. Liaise with suppliers of goods. Compile and reconcile relevant reports.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/470 : **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: AOHRP&A/TH/39**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office
: Grade 12 Certificate plus a 3-year National Diploma in Archive/Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. the Public Service Archives. Computer literacy especially record management. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

DUTIES : Provide registry and records/ data management services. Monitor and review records management policies. Monitor compliance with Promotion of Access to Information Act (PAIA) & Protection of Personal Information Act (POPIA).

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/471 : **ADMINISTRATIVE OFFICER: HRP&A NKANGALA REF NO: AOHRP&A/TH/40**

SALARY CENTRE : R325 101 per annum (Level 07)
: Thembisile Hani

<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Human Resources Management / Development / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. the Public Service Human resource management Environment. Computer literacy especially PERSAL system. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
<u>DUTIES</u>	:	Administer service conditions and benefits. Render human resource utilisation and capacity building. Co-ordinate labour relations services. Co-ordinate employee health and wellness programme services. Co-ordinate security management services. Co-ordinate property administration support services. Render financial management support services.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/472</u>	:	<u>ADMIN OFFICER: FLEET MANAGEMENT STEVE TSHWETE REF NO: AAFP/NK/41</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Steve Tshwete
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma in Fleet Management / Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
<u>DUTIES</u>	:	Provisioning of Government owned and Subsidized fleet. Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/473</u>	:	<u>PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: PPRS/HO/42</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a 3-year National Diploma Human Resource Management /Public Management/ Administration (NQF level 6 as recognized by SAQA). plus 3 years' work experience. Experience in the field PERSAL Introduction and PERSAL establishment courses are compulsory. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service Human resource management environment. Computer literacy especially PERSAL system. Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHSA). Skills: Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing. Good communication (verbal and written) skills, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Facilitate recruitment, selection and appointment of staff. Handle promotions, change of rank, transfers, relocation and resettlement etc. Administer personnel files. Provide messenger services.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828

<u>POST 10/474</u>	:	<u>ARTISAN PRODUCTION GRADE A: PAINTER (X2 POSTS)</u>
<u>SALARY</u>	:	R243 597 per annum, (OSD)
<u>CENTRE</u>	:	Shongwe Ehlanzeni Ref No: AP/SE/44 Thembisile Hani Nkangala Ref No: AP/TH/45
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus appropriate Trade Test certificate (Painter) plus experience as a Tradesman Aid. A valid driver's license will be an added advantage. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. communication skills, good interpersonal relations Candidates must be healthy.
<u>DUTIES</u>	:	Execute and manage painting services of department infrastructure. Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and Maintain job record and supervise and mentor staff.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/475</u>	:	<u>ARTISAN PRODUCTION GRADE A: ELECTRICAL (X2 POSTS)</u>
<u>SALARY</u>	:	R243 597 per annum, (OSD)
<u>CENTRE</u>	:	Victor Kanye Ref No: APE/VK/46 Vaal bank Ref No: APE/VB/55
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus appropriate Trade Test certificate (Electrical) plus experience as a Tradesman Aid. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Communication skills. Good interpersonal relations.
<u>DUTIES</u>	:	Execute and manage Electrical maintenance of the Department. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/476</u>	:	<u>ARTISAN PRODUCTION GRADE A: WELDER REF NO: APW/ST/47</u>
<u>SALARY</u>	:	R243 597 per annum, (OSD)
<u>CENTRE</u>	:	Steve Tshwete Cost Centre
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus relevant Trade Test certificate plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal Compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Listening and communication skills. Good interpersonal relations.
<u>DUTIES</u>	:	Plan and execute maintenance at cost centre. Carryout welding maintenance and compile maintenance report. Manage staff.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/477</u>	:	<u>WORKS INSPECTOR ELECTRICAL REF NO: WIEINK/32</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Nkangala District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a recognized 3-year National Diploma in Electrical Engineering (NQF level 6 recognized by SAQA). No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good

- interpersonal relations. The ability to work under pressure and willingness to work long hours.
- 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 new work and maintenance work to be undertaken. Develop progress reports on outstanding and finalized work. Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents.
- ENQUIRIES** : Ms. PI Komanisi Tel No: (013) 766 6828
- POST 10/478** : **ADMIN CLERK: HRP & A (X5 POSTS)**
- SALARY CENTRE** : R228 321 per annum (Level 05)
: Godide C/C Ref No: PO/GCC/34
: Gert Sibande Ref No: AC/HRP&A/35
: Steve Tshwete Ref No: AC/HRP&A/ST/36
: Emalaheni Cost Center Ref No: AC/HRP&A/E/37
: S Moroka Ref No: JS/NK/38
- REQUIREMENTS** : Grade 12 plus Higher Certificate in Public Administration / Human Resource Management (NQF level 5 as recognised by SAQA). No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills, Facilitation Skills and Records Management.
- DUTIES** : Render all administrative related activities within the cost centre. Assist in coordinating other line functions activities within the cost centre. Coordinate property administration support services Keep sectional records. Advice staff. Advice staff on HR related matters.
- ENQUIRIES** : Ms. PI Komanisi Tel No: (013) 766 6828
- POST 10/479** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (X2 POSTS)**
- SALARY CENTRE** : R228 321 per annum (Level 05)
: Bohlabela District Ref No: AC/BOH/39
: Nkangala District Ref No: AC/NK/40
- REQUIREMENTS** : Grade 12 plus Higher Certificate in Public Administration / Financial Management / Accounting / Management Accounting (NQF level 5 as recognised by SAQA). No work experience required. A valid driver's license. Knowledge Skills and Competencies: Knowledge of PFMA, Treasury regulations, BAS, LOGIS, Computer literacy: Microsoft Word, Excel and BAS system and comprehensive knowledge of all administrative aspects. Be prepared to work under pressure. Good communication skills both verbal and written.
- DUTIES** : Payroll administration. Administer Claims (S&T, overtime, cell phone) Verify and authorize claims on PERSAL. Administer commitment register for the district. Process payments of goods and services. Sound record keeping.
- ENQUIRIES** : Ms. PI Komanisi Tel No: (013) 766 6828
- POST 10/480** : **SECRETARY REF NO: S/GS/43**
- SALARY CENTRE** : R228 321 per annum (Level 05)
: Gert Sibande
- REQUIREMENTS** : Grade 12 plus Higher Certificate in Secretariat / Public Administration (NQF Level 5 as recognized by SAQA), No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be

		an added advantage. Shortlisted candidates will be subjected to a typing test. The ability to work under pressure and willingness to work long hours.
<u>DUTIES</u>	:	Serve as an entrance in the office of the Director. Manage the office and personnel in the Director's office. Effectively manage the budget of the Director's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the Director. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/481</u>	:	<u>SIYATENTELE: COORDINATOR REF NO: SC/EMA/44</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Emalahleni Grade 12 plus 2-year Diploma in Secretariat / Public Administration (NQF Level 5 as recognized by SAQA), plus no' experience. Experience in the field of secretariat. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills, Verbal and written communication skills, Basic Knowledge road safety environment OHS.
<u>DUTIES</u>	:	Conduct proper administration thereof Screening of all household identified. Monitor the renewal of contracts for the beneficiaries. Maintenance of database for beneficiaries for EPWP. Compile a list of all termination and replacements of beneficiaries. Monitor the maintenance of road projects Do site inspection. Supply working tools and uniform to the beneficiaries. Supervise the maintenance of road projects (cleaning, patching etc) Collect attendance registers in all cost centres. Deliver salary advise to beneficiaries. Signing of payroll and send back to district. Provider transport for the beneficiaries to the site. Write monthly absenteeism. Report and submit to the district. Compliance with the relevant prescripts e.g OHS
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/482</u>	:	<u>ROAD WORKS FOREMAN (X6 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Umjindi Cost Centre Ref No: RWF/UMJ/48 (X1 Post) Mbombela Cost Centre Ref No: RWF/MB0/49 (X1 Post) Govan Mbeki Cost Centre Ref No: RWF/GM/ 50 (X1 Post) Thembisile Cost Centre Ref No: RWF/THANI/58 (X3 Posts)
<u>DUTIES</u>	:	Grade 12 certificate and successful completion of Road Work Course plus road worker experience. A valid driver's licence. Knowledge Skill and Competencies: Knowledge of legislative prescripts governing public service, computer literacy, organizing and solving skills. Good interpersonal relations. Supervise maintenance projects. Execute equipment supervision. Execute safety procedures and control. Oversee onsite training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/483</u>	:	<u>TELECOM OPERATOR: ALBERT LUTHULI & GOVERN MBEKI (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04) Albert Luthuli 1 Cost Centre Ref No: TO/AL/41 Govern Mbeki Ref No: TO/GM/42 Grade 12 with no experience Knowledge, Skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills.
<u>DUTIES</u>	:	To handle incoming and outgoing calls. Act as a Receptionist and manage District telephones. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/484</u>	:	<u>RECEPTIONIST: FACILITY MANAGEMENT REF NO: R/HO/45</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Head Office

<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus a Certificate Public Management / Administration/ business management (NQF Level 5 as recognized by SAQA), with no experience. Knowledge, skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills. Computer Literacy.
<u>DUTIES</u>	:	To handle/ direct incoming and outgoing calls. Welcome visitors and direct them to relevant office. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/485</u>	:	<u>DRIVER / MESSENGER (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	HRP&A: Nkangala District Ref No: DM/HRPA/NK/51 (X1 Post)
	:	Fleet Management: Head Office Ref No: DM/FM/HO/52 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 certificate with no experience. A driver's licence Code 8 (Code B). Knowledge, Skill and Competencies: Knowledge of legislative / prescripts governing the Public service. Good Interpersonal relations. Good communication skills both verbal and written.
<u>DUTIES</u>	:	Collect and deliver correspondence to different offices / departments in the District and Head Office. Render driving services. Ensure cleanliness of Government vehicles.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/486</u>	:	<u>BOILER OPERATOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04)
	:	Middelburg Hospital Ref No: BO/MH/53 (X1 Post)
	:	Robs Ferrera Ref No: BO/EHL/54 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate recognised National Steam Certificate and Experience as Boiler Assistant. Knowledge, Skills and Competencies: Knowledge of Occupational and Safety Act (OHS). Skills- planning, organising, verbal and written communication skills. Candidate must be willing to work overtime and be on standby.
<u>DUTIES</u>	:	Ensure Safe Boiler operation in the hospital. Supervise Boiler Assistant. Maintain safe incinerator operation. Consistency in reporting and recording in the boiler operation logbook. Timing of coal and ash removal from grift arrester. Cleaning of the boiler. Regular maintenance of the ash trolleys. Proper usage of protective clothing. Cleaning the brine tank and water fitter. Apply chemicals and salt to brine tank as prescribed.
<u>ENQUIRIES</u>	:	Ms. PI Komanisi Tel No: (013) 766 6828
<u>POST 10/487</u>	:	<u>ROAD WORKERS (X63 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Thembisile Hani Cost Centre Ref No: RW/THANI/57 (1 Post)
	:	Dr. JS Moroka Cost Centre Ref No: RW/DM/59 (X4 Posts)
	:	Steve Tshwete Cost Centre Ref No: RW/ST/61 (X2 Posts)
	:	Victor Khanye Cost Centre Ref No: RW/VK/63 (X2 Posts)
	:	Emakhazeni Cost Centre Ref No: RW/EM/64 (X1 Post)
	:	Msukaligwa Cost Centre Ref No: RW/MSU/65 (X1 Post)
	:	Dipaliseng Cost Centre Ref No: RW/D/67 (X2 Posts)
	:	Albert Lithuli II Cost Centre Ref No: AS/69 (X2 Posts)
	:	Pixley Ka-Seme Cost Centre Ref No: RW/PK/70 (X1 Post)
	:	Mbombela Cost Centre Ref No: RW/MCC/EHL/ 71 (X1 Post)
	:	Malekutu Cost Centre Ref No: RW/M/EHL/74 (X3 Posts)
	:	Malamule Cost Centre Ref No: RW/MCC/BOH/79 (X5 Posts)
	:	Mashishing Cost Centre Ref No: RW/M/ 110 (X31 Posts)
	:	Godide Cost Centre Ref No: RW/G/113 (X3 Posts)
	:	Chochocho Cost Centre Ref No: RW/114 (X1 Post)
	:	Sabie Cost Centre Ref No: RW/116 (X2 Posts)
	:	Mjindi Cost Centre Ref No: RW/M/MJ/117 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 certificate with no work experience. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

DUTIES : Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/488 : **ROAD OPERATOR (X10 POSTS)**

SALARY CENTRE : R163 680 per annum (Level 03)
 : Dr. JS Moroka Cost Centre Ref No: RWO/JMCC/121 (X2 Posts)
 : Victor Khanye Cost Centre Ref No: RWO/VK/ 122 (X1 Post)
 : Emakhazeni Cost Centre Ref No: RWO/EMA/123 (X1 Post)
 : Mkhondo Cost Centre Ref No: RWO/MKH/125 (X2 Posts)
 : Umjindi Cost Centre Ref No: RWO/UMJ/126 (X1 Post)
 : Mashishing Cost Centre Ref No: RWO/M/BOH/127 (X1 Post)
 : Godide Cost Centre Ref No: RWO/G/128 (X1 Post)
 : Chochocho Cost Centre Ref No: RWO/CHO/129 (X1 Post)

REQUIREMENTS : Grade 10 Certificate. A valid driver's license Code EC. Operating certificate Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations. Experience in operating specialised equipment.

DUTIES : Operate specialized equipment. Load and off load goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles machineries, Application of safety and precaution measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-raveling /shoulder maintenance

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/489 : **TRADESMAN AID (X5 POSTS)**

SALARY CENTRE : R163 680 per annum
 : Pilgrim Rest Ref No: TA/PR/131 (X1 Post)
 : Middelburg Hospital Ref No: TA/M/132 (X1 Post)
 : Victor Khanye Ref No: TA/VK/ 133 (X1 Post)
 : Malekutu Cost Centre Ref No: TA/M/EHL/135 (X2 Posts)

REQUIREMENTS : Grade 10 with no experience. Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

DUTIES : Carry out instructions from supervisor. Safely keeping of tools. Report minor fault detected to the artisan.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/490 : **CLEANER REF NO: C/M/EHL/ 136**

SALARY CENTRE : R138 486 per annum (Level 02)
 : Malekutu Cost Centre

REQUIREMENTS : Grade 10 with no experience. Knowledge Skill and Competencies: Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.

DUTIES : Clean and maintain floors, offices, toilets, and kitchen areas. Sweep, dust, vacuum, and disinfect surfaces. Empty bins and remove waste. Keep cleaning materials and equipment in good condition. Report broken machines and request cleaning supplies as needed.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, OR email to the relevant e-mail address associated with the post applied for.
- FOR ATTENTION** : Kegomoditswe Makaota Tel No: (018) 200 8258
- CLOSING DATE** : 08 April 2026 (Posted, Handed and E-mailed Applications must have reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online).
- NOTE** : Please Note: On the subject line of your e-mail, indicate the correct job title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for online submission must include Only Z83 Form and an updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies / proof / certificates / attachments / drivers licence / qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) only when shortlisted. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative

work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement.

MANAGEMENT ECHELON

- POST 10/491** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 71/2025/26**
 Directorate: Supply Chain Management
 Re-advertisement; candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 266 741 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Head Office- Mahikeng
 : Grade 12 Certificate. A relevant (NQF level 7) qualification in Supply Chain Management/ Finance/ Financial Management/ Economics/Auditing as recognised by SAQA coupled with five (5) years' experience at middle/senior managerial level within the Supply Chain Management Environment. A valid driver's license. Computer Literacy. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG submitted prior to appointment. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Customer Service Principles (Batho Pele Principles). Risk Management. Understanding of Supply Chain Management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential Procurement Policy Framework. Public Finance Management Act (PFMA). Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, understanding of budgeting and Financial Management best practices. Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication. Skills: Technical Proficiency. Business Report Writing Skills. Communication (verbal and written). Problem solving and decision making. People management and Empowerment. Customer Focus and responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment awareness.
- DUTIES** : Ensure the development and implementation of relevant policies, procedures and transversal contracts with respect to Supply Chain and Asset Management. Develop and manage the demand and acquisition processes. Manage Assets, Logistics, Contract Management, Demand as well as Acquisition management sub-directorates. Develop, manage and maintain logistical information and supply chain management performance. Development of adequate risk management measures. Manage all resources of the Directorate. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.
- ENQUIRIES** : Ms. K Phatudi Tel No: (018) 200 8024/25

- APPLICATIONS** : E-Mail address: CSTMrecruitment03@nwpg.gov.za
- POST 10/492** : **DIRECTOR: LEGAL SERVICES REF NO: 72/2025/26**
 Directorate: Legal Services
 This is a re-advertisement Candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 266 741 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
- CENTRE REQUIREMENTS** : Head Office- Mahikeng
 : Grade 12 Certificate An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior managerial level in Legal Services. Computer Literacy. A valid driver's license. Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Skills: Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery innovation, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
- DUTIES** : Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.
- ENQUIRIES APPLICATIONS** : Mr. MA Morule Tel No: (018) 200 8001/09
 : E-Mail address: CSTMrecruitment04@nwpg.gov.za

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 13 April 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 10/493** : **SENIOR AGRICULTURAL ADVISOR: (BREDASDORP) REF NO: AGR 09/2025 R1**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc Agric degree majoring in Agricultural Economics or BAgriC Honours degree majoring in Agricultural Economics on NQF level 8 or equivalent; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years' experience in agricultural extension; A valid code B driving licence. Competencies: Knowledge of the following: Agricultural production economics and agricultural economics; Production of crops and livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).
- DUTIES** : Compilation of enterprise budgets and cashflow statements within fruit, livestock and grain commodities; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding economical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving economical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects lead, guide and provide support to lower level extension staff.
- ENQUIRIES** : Mr. Hennis Germishuys at (082) 907 2805

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 13 April 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 10/494** : **DEPUTY DIRECTOR: LEGAL SUPPORT REF NO: CAS 03/2026**
- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate LLB qualification with Admission as attorney or Advocate; A minimum of 8 years middle management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Functioning of the province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Legal Administration.
- DUTIES** : Manage the preparation of comments on behalf of HWC on draft legislation; Provide legal advice to Heritage Western Cape; Provide legal services on governance matters; Provide training and input to educational initiatives of Heritage Resource Management Unit and Heritage Western Cape; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
- ENQUIRIES** : Dr HM Janse van Rensburg Tel No: (021) 483 9598
- POST 10/495** : **ASSISTANT DIRECTOR: HERITAGE WESTERN CAPE LEGAL SUPPORT REF NO: CAS 04/2024**
- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year relevant post school qualification LLB with 2 years articles; A minimum of 3 years' experience in the legal environment. Competencies: Knowledge of the following: Human Resource Management; Legal; Management of Finances in line with PFMA; Project Management; Skills: Communication (written and verbal); Computer Literacy; Planning & Organising; Analytical thinking; Conflict resolution; Experience in the following: Administrative law; Working in government; Training in heritage related disciplines.
- DUTIES** : Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National

Heritage Resources Act(Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.

ENQUIRIES : Ms P Meyer Tel No: (021) 483 9691

POST 10/496 : **CFO SUPPORT OFFICER: FINANCIAL MANAGEMENT REF NO: CAS 05/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in a Financial Management or Public Management/Administration environment/ field; A minimum of 3 years relevant experience. Competencies: Knowledge in the following: Information systems (LOGIS and BAS); Reporting procedures; Financial management and SCM; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Information systems that aid in the management of knowledge and information pertaining to the financial management; Operational management practices; Procurement and tendering processes; public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and audit; Formulation and evaluation; Conflict management; Interpersonal relations; Problem-solving; Budgeting; Presentation; Service-oriented; Ability to interpret regulations.

DUTIES : Render strategic support to the Chief Financial Officer (CFO); Render operational support to the CFO; General management and administration of the office of the CFO; Manage the implementation and maintenance of the information management system (Knowledge management).

ENQUIRIES : Ms B Rutgers Tel No: (021) 483 9525/6/7

POST 10/497 : **ADMINISTRATIVE SUPPORT OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: CAS 06/2026**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B- degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Provide a support function to the My Content/ Enterprise Content Management (ECM) within the department; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Understanding of procurement and tendering processes; Understanding of policy development, and operational management, monitoring and review processes; Understanding of modern systems of governance and administration; Understanding of public service procedures, processes and systems; Understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Understanding of the functioning of the Province and the activities of sister departments/related functional areas; Understanding of the policies of the government of the day; Labour Relations legislation and regulations; Understanding of performance management in general; My Content/ECM. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication skills.

DUTIES : Provide administrative and secretariat support to Departmental Information Technology Committee (ITS team); Assist with the rollout, review and implementation of ICT Policies; Support the ICT process including compilation of Strategic ICT plan, Operational Plan and Implementation Plan; Facilitate and coordinate document monitoring and tracking; Provide a support function to the My Content/Enterprise Content Management (ECM) within the department.

ENQUIRIES : Mr S Julie Tel No: (021) 483 3134

POST 10/498 : **LIBRARIAN: SALDANHA REGION REF NO: CAS 08/2026**

SALARY : R325 101 - R82 959 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Library Science, Information Sciences or equivalent qualification; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Supervision; Collection Development; Computers. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Good interpersonal relations; Communication skill (written and verbal); Numeracy and Literacy; Problem solving; Planning and organising; People management; Conflict management; Ability to work under pressure; Supervisory; Creative thinking; Presentation; Proficient reader; Analytical thinking.

DUTIES : Collection development and stock control in affiliated public libraries; Administrative functions; Human resources functions; Supportive management and professional functions.

ENQUIRIES : Mr S Booysen Tel No: (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 13 April 2026

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

OTHER POSTS

POST 10/499 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2026**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.

DUTIES : Develop, implement and monitor programmatic initiatives to facilitate MSME access to nonfinancial and financial support; Promote entrepreneurship to contribute towards an entrepreneurial culture; Develop and implement strategies, policies, plans and programmatic initiatives for micro, small, and

medium enterprise development; Facilitate micro, small, and medium enterprise ecosystem collaboration and partnership; Provide strategic support to provincial and municipal enterprise initiatives; Administration (Financial Management and People Management).

ENQUIRIES : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628

POST 10/500 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 41/2025 R1 (X2 POSTS)**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with Financial Accounting or Economics as a major; A minimum of 1-year relevant experience in a Financial Accounting or similar working environment. Competencies: Knowledge of the following: Financial background (Public Sector Finance recommended; Accounting principles; Public Finance Management Act (PFMA); National Treasury Regulations (NTR); Division of Revenue Act; Departmental instructions and delegations; Basic Accounting Systems; Compilation of Annual Financial Statements; Financial background in Public Sector Finance; Prescripts / circulars, legislation and guidelines issued by National / Provincial Treasury. Skills needed: Analytical thinking; Strategic thinking; Communication (written and verbal); Computer literacy; Ability to analyse, conceptualise and implement policy; Presentation; Problem solving; Conflict resolution; People management; Ability to work under pressure and meet strict deadlines; Ability to work independently and as part of a team.

DUTIES : Control and management of miscellaneous and transfer payments; Preparation of financial statements and reporting; Collection and recording of revenue and petty cash control; Management of journals; People management.

ENQUIRIES : Mr N Kagee Tel No: (021) 483 0160

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 13 April 2026

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

OTHER POST

POST 10/501 : **ENVIRONMENTAL SUPPORT OFFICER: AIR QUALITY MANAGEMENT REF NO: EADP 04/2026**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government.

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

driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills needed: Numeracy; Literacy; Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Project Management; Excellent research; Ability to meet strict deadlines; Communication (written and verbal) and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Demonstrate the ability to use the following IT Software: MS Office suite, databases and Internet; Supervisory skills; Experience in meeting skills and taking of minutes; Ability to work independently and as part of a team; Must be able to meet strict deadlines; Character must be beyond reproach.

DUTIES : Facilitate procedural and administrative functions aligned with operational compliance: Drafting of technical documents, correspondence and liaison; Administrative processes, Project/Regulatory administration; Record-keeping; People Management Administration; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting and reporting functions; Perform supervisory functions.

ENQUIRIES : Mr E Roux at Etienne.Roux@westerncape.gov.za

DEPARTMENT OF HEALTH AND WELLNESS

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

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

MANAGEMENT ECHELON

POST 10/502 : **DIRECTOR: INFRASTRUCTURE PLANNING**
Chief Directorate: Facilities and Infrastructure Management

SALARY : R1 266 714 per annum, (A portion of the package can be structured according to individual needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate qualification at NQF level 7 in Engineering, Architecture, Urban and Regional Planning, or Quantity Surveying recognised by SAQA, with a minimum of five years' experience in a middle or senior managerial level. A postgraduate management qualification and registration as a Built Environment Professional with the relevant Council are desirable. Pre-entry Certificate for the Senior Management Services is not a requirement to apply but will be required for appointments. Candidates who do not possess this certificate may still apply but are advised to register and complete the course, as no appointment can be made without it. The course is offered at the National School of Governance (NSG) under the title "Certificate for entry into the SMS", and full details are available at: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All associated costs must be covered by the applicant. Experience: Experience in public and/or private sector management or related fields involving planning and delivering infrastructure programmes, preferably within the health sector. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of management and administrative processes in the Public Service. Proven knowledge and management experience in the

- planning and delivery of infrastructure programmes. Knowledge of the built environment professions. Strong leadership, communication, stakeholder engagement, programme and project management abilities.
- DUTIES** : Lead the strategic planning and alignment of infrastructure with integrated service delivery models. Develop, review, and manage infrastructure planning frameworks, norms and standards. Oversee the preparation of the User Asset Management Plan (U-AMP), Business Cases, and Project Briefs. Strengthen interdepartmental and intergovernmental collaboration. Lead infrastructure modelling and spatial planning for the health sector. Coordinate infrastructure inputs to the Department's Strategic Plan, Annual Performance Plan, and Infrastructure Programme Management Plan. Manage policy development and technical inputs to infrastructure prioritisation models. Implement systems for monitoring, evaluation, and post-occupancy assessments. Build internal capacity, lead high-performing teams, and foster stakeholder trust and engagement. Contribute to ethical governance by implementing risk management, aligning spending with PFMA/DORA, and fostering performance-based grant strategies.
- ENQUIRIES** : Dr L Angeletti-Du Toit at (071) 7947771
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 April 2026, 17:00 PM

OTHER POSTS

- POST 10/503** : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC INFECTIOUS DISEASES)**
(3-Year Contract)
- SALARY** : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Infectious Diseases. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatric Infectious Diseases. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatric Infectious Diseases. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist Paediatric Infectious Diseases after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Paediatric Infectious Diseases. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Subspecialist in Paediatric Infectious Diseases after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Infectious Diseases. Inherent requirement of the job: After hours call cover. Valid driver's license. Competencies (knowledge/skills): FCPaed, MMed (Paed) and Certificate in Paediatric Infectious Diseases Appropriate experience working in Paediatrics and Paediatric Infectious Diseases. Ability to function independently as a Subspecialist in Paediatric Infectious Diseases. Excellent communication skills, team leadership and experience working with multi-disciplinary teams. Ability to manage and co-ordinate a busy paediatric emergency service. Appropriate skills or a willingness to develop the skills needed in an emergency paediatric service e.g. simulation, APLS/APLS instructor, point-of-care ultrasound training. Demonstrated interest in research of acute paediatric care/related infectious diseases.
- DUTIES** : This position is embedded in the General Paediatric service. To contribute to leadership and clinical governance in the General Paediatric service, including clinical care, teaching and learning and research. To render comprehensive clinical services in General Paediatrics, including emergency, ambulatory and outpatient care (based in the paediatric emergency ward), and provide ecosystem support to Paediatric EC's and CHCs in Metro East. To provide undergraduate and postgraduate clinical teaching and curriculum development

in General Paediatrics and Paediatric Emergency Medicine. To produce research output in acute paediatric care and related infectious diseases. To provide leadership, clinical guidance and training in infection prevention and control, antimicrobial stewardship, and other related infectious diseases priorities in General Paediatrics wards. To engage in after hours on call cover (overtime) in general and sub-specialist paediatrics.

- ENQUIRIES** : Prof A Dramowski Tel No: (021) 938-9938
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- 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 is submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Paediatric Infectious Diseases with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/504** : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (CRITICAL CARE)**
- SALARY** : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 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 Sub-Specialist in Adult Critical Care. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Adult Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Sub-Specialist in Adult Critical Care. **Grade 2:** A minimum of 5 years appropriate experience as Medical Sub-Specialist in Critical Care after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Sub-Specialist in Adult Critical Care. **Grade 3:** A minimum of 10 years appropriate experience as Medical Sub-Specialist in Critical Care after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as a Medical Sub-Specialist in Adult Critical Care. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven experience of dealing with patients in a multidisciplinary intensive care unit where management by a critical care sub specialist is essential. Experience to include medical/surgical/transplant (heart/lung/liver)/cardiothoracics and neurosurgery as well as the provision of extra corporeal membrane oxygenation (ECMO). A background that compliments and strengthens the current expertise within the Division of Critical Care.
- DUTIES** : Fulltime clinical service provision within all units falling under the Division of Critical Care. Patient care and supervision of junior medical staff. Supervision and training of medical staff in Critical Care Including the use of ultrasound and extra corporeal support modalities. Participation in management and resource allocation within Critical Care. Participation in clinical audit and outreach programmes in Critical Care. Development and implementation of research pertinent to Critical Care.
- ENQUIRIES** : Prof I Joubert Tel No: (021) 404 3279 or Dr S Peters Tel No: (021) 404 5195
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist appointments may be called upon to work across this platform and may include rotations at Metro

West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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).

- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/505** : **MANAGER: DENTAL SERVICES GRADE 1**
Chief Directorate: Metro Health Services
- SALARY** : R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Appropriate qualification that allows registration with the HPCSA as a Dentist (Independent Practice). Experience: A minimum of 3-year appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience of managing clinical dental services. Good interpersonal and problem-solving skills. Strong business orientation with proven skills and abilities in the clinical management of a dental service. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email).
- DUTIES** : Comprehensive strategic and operational management of all service areas and support services of the institution in terms of relevant acts and delegations. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource Management and planning. Assist with delivery of clinical services within scope of clinical knowledge and skills. Liaison/collaboration with the Academic Dean of the UWC Faculty of Dentistry. Ensure the seamless integration and service delivery activities on the clinical dentistry platform.
- ENQUIRIES** : Ms C Dean Tel No: (021) 833-9482
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within 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.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/506** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Internal Medicine. **Grade 3:** A

minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Internal Medicine. Inherent requirements of the job: It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and in the after-hours call system. A valid (Code B/EB) driver's license as well as willingness to travel. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient, cost-effective high quality Internal Medicine service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. Always deliver service with professional and ethical behaviour. Assist with effective and efficient administration of the Internal Medicine Department. Assist the Head of Department with specific projects relating to Antibiotic Stewardship, PPTC, Critical Care and Clinical Governance. -The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Assist with unit training commitments. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Participate in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Dr A Vermeulen Tel No: (044) 802-4436
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/507 : **SENIOR REGISTRAR (GASTROENTEROLOGY)**
(3-Year Contract)

SALARY : R1 341 855 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Medicine (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Effective and efficient administration. Communication including report generation, letter writing, consultation. Experience in research. Knowledge appropriate for approach to investigations of common medical disorders. MMED and FCP (SA) qualifications.

DUTIES : Clinical Governance and Administration. Clinical Service Provision. Teaching and Training/Supervision of Junior Staff. Research.

ENQUIRIES : Dr D Levin Tel No: (021) 404 6422 or dion.levin@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Senior Registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applicants will be considered for other similar posts 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. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/508** : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency, Clinical and Support Services
(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** : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute; Forensic Pathology Services
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a professional council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Willingness to complete the Diploma in Forensic Pathology with the CMSA within 12 months of employment of this post. Ability to adhere to health and safety standards. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols and professional ethical behaviour and behavioural code. Problem solving abilities, as can be expected from a Registrar in FPS. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to successfully complete at least one research project and submit such research manuscript for publication in a peer-reviewed journal. Above-average ability to communicate clearly and discreetly in writing. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to work well within a group at all levels of authority. Ability to consult with the responsible consultant, HCU or HOD when unsure of how

to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organizational skills and ability to plan. Rendering effective and efficient service under consultant supervision. Above-average computer and software literacy. Medical Research capabilities. Ability to contribute to the Division's teaching program by assisting in the instruction of Medical, Biomedical Science and Law students, Forensic Pathology Officers and Medical staff. Ability to perform medicolegal autopsies in the examination of unnatural death admissions. Exposure to post-mortems, autopsy work and dissection. Willingness to perform work outside normal working hours and away from base of employment according to an afterhours duty roster. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.

- DUTIES** : To render effective and efficient service delivery to all stakeholders as per the standard of the Division. To compile reports as per the standards of the UCT Forensic Medicine and Toxicology - OFPI Division and Courts. -Learning, Teaching and Training. To provide after- hour Forensic Medicine Service.
- ENQUIRIES** : Dr TL Cook, email: Tracy.Cook@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates who deemed "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. The pool of applicants will be considered for vacancies within Forensic Pathology Service, Observatory Forensic Pathology Institute 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 a those of the advertised post.. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their Registrarship should they not be successful for advertised Specialist positions. Appointment conditions and rotation: Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/ transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across at health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason, the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/509** : **REGISTRAR (MEDICAL) (ORTORHINOLARYNGOLOGY)**
(5-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is

compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as appropriate clinical experience in General and/or ENT Surgery. A current certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): FCS part 1 and experience in research/publications. Effective leadership and interpersonal skills.

DUTIES : Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of ENT Surgery. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.

ENQUIRIES : Dr K. Moodley, email: kitesh.moodley@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

CLOSING DATE : 09 April 2026 17:00 PM

POST 10/510 : **REGISTRAR (OBSTETRICS AND GYNECOLOGY)**
(5 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. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries. Completion of FCOG part 1a.

DUTIES : Participation in the academic activities of with Department. In and after hour care to women accessing obstetric and gynaecological health services on our service platform.

- ENQUIRIES** : Prof N Mbatani or Dr A Osman Tel No: (021) 404 6020 or email: [nomonde.mbatani@uct.ac.za/](mailto:nomonde.mbatani@uct.ac.za) ayesha.osman@uct.ac.za or marilyn.kok@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. 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.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/511** : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS & GYNAECOLOGY)**
(1-Year Contract)
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- 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. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate

experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.

- DUTIES** : Innovation and Research. Teaching. Leadership. Clinical Service Provision: Patient Care: in and after hours provision of care. Clinical Governance and Administration.
- ENQUIRIES** : Dr A Osman or Dr L Schoeman Tel No: (021) 404 6020 or email: ayesha.osman@uct.ac.za/ leanne.schoeman@uct.ac.za or marilyn.koks@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/512** : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS AND NEONATOLOGY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : George Regional Hospital, Rural Health Services
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. A valid (Code B/EB) driver's

license. Completion of Paediatric Advance Life support (PALS) or Advance Paediatric Life Support (APLS) course. Completion of Post Graduate Diploma in Child Health (DCH). Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Good communication skills (written and verbal). Performances of audits and mortality and morbidity (M&M) meetings. Proven ability to manage paediatric and neonatology emergencies independently. Proven ability to manage children with long term health conditions. Proven ability to perform basic paediatric and neonatal procedures. Appropriate experience in working in a paediatrics and neonatology unit. Completion of Primary College of Medicine (paediatrics). Completion of Neonatal advanced Life support. Completion of Basic ICU course.

- DUTIES** : Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the George Health Ecosystem: Performing basic paediatric and neonatal procedures. Managing children with long term health conditions in an outpatient basis. Death audits and use of Child Health Identification Program (CHIP). Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities. Be able to do Outreach clinics.
- ENQUIRIES** : Dr WJJ Breytenbach Tel No: (044) 802-4390
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may 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. -The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/513** : **MEDICAL OFFICER GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Gugulethu Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the 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 whom it is not required to perform Community Service as required in South Africa. **-Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical

Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on PHC level and knowledge applicable to South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Comprehensive evidence-based, direct patient-centered Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Klipfontein Sub-district, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Provide quality outpatient care to patients in Klipfontein Sub-district Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Klipfontein Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Klipfontein Sub-district facilities as required.

ENQUIRIES : Dr W Langenhoven Tel No: (021) 816-8631

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

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/514 : **MEDICAL OFFICER: GRADE 1 TO 3 EMERGENCY MEDICINE (X2 POSTS)**
(1-Year Contract)

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.

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 the Professional Council Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified.

		Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work as part of a multidisciplinary team. Additional course, ultrasound. Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Desire to conduct research. Completion of Community Service and prior Emergency Centre experience.
<u>DUTIES</u>	:	Contribute to the teaching sessions for the department. Involvement in innovation projects and research activities within the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment.
<u>ENQUIRIES</u>	:	Ms S Ndwebe Tel No: (021) 404 4157 or email: sinazo.ndwebe@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. The pool of applicants will be considered for other similar posts 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 Medical Officer 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 will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/515</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system.

		Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<u>DUTIES</u>	:	Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<u>ENQUIRIES</u>	:	Dr K Klusmann Tel No: (023) 348-6472 / Ms N Johaar (secretary) Tel No: (023) 348-1435
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/516</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Greenpoint CDC (X1 Post) Retreat CHC (X1 Post) Du Noon CHC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign- qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A Valid driver's licence. Willingness to work within the Geographical area at various facilities. Willingness to perform Commuted overtime at the geographical 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, woman and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centered clinical service provision at a primary care level. Computer

literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

DUTIES : Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. This includes chronic care, HIV and TB, woman and child health, undifferentiated clients and emergencies. Participate in skills transfer and training and development activities. Active involvement in clinical governance activities at the facility and in the substructure. Leadership and management at facility level.

ENQUIRIES : Dr K Murie Tel No: (021) 797 8451 – Southern Western Substructure Office
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Medical Officer posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written or oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Bring along recent certified copies of required documents- not older than 3 months.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/517 : **PHARMACIST GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum

CENTRE : Ravensmead and Scottsdene CDC
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 1-year 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. **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 a 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. **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 African. Inherent requirements of the job: Valid driver's license Willingness to perform relief and after-hour duties when required. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Knowledge, insight and previous similar experience in Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain high standard of professionalism.

DUTIES : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage human resources, finances and administrative aspects relating to clinic pharmacy.

		Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.
<u>ENQUIRIES</u>	:	Ms. A Sondag Tel No: (021) 812 1890 and Ms. N Mukadam Tel No: (021) 987-0080
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	"Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. "The pool of applications will be considered for vacancies within 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." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/518</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Mitchells Plain Community Health Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable 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/recognisable experience after obtaining the one-year post basic qualification in Curative skills in Primary Health Care (R48). Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.
<u>ENQUIRIES</u>	:	Ms Y Samuels Tel No: (021) 391-5820
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within 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. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM

<u>POST 10/519</u>	:	<u>ASSISTANT MANAGER NURSING: AREA</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) 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 SANC as Professional Nurse and Midwife. Experience: At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: A valid (code B/EB) driver's licence. Deputising for the Deputy Manager Nursing: Head of nursing and willingness to act for another member of the nursing management team. Willingness to assist with shift work, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point). Knowledge about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrates a clear understanding of infection prevention control, occupational health and safety and risk management Including ideal hospital framework and the office of health standard compliance. Managerial and leadership skills and values: Integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Demonstrates a good understanding of financial policies and practices. Very knowledgeable and demonstrates a good understanding of people management (Human Resource Management).
<u>DUTIES</u>	:	Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Overall coordination, implementation and monitoring of strategic objective of nursing, the hospital and department of health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the hospital. Policy development and implementation.
<u>ENQUIRIES</u>	:	Mr M Photo Tel No: (021) 850-4774
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Assistant Manager Nursing post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a practical/written assessment. Candidates may be subjected to conduct a Competency Assessment.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/520</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)</u> West Coast District
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Matzikama Sub-District Office, Vredendal
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Co-Ordinator where it is an inherent requirement for the post incumbent to maintain registration with SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as

- Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license. Willingness to work overtime and travel when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Coordination and implementation of the Sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Subdistrict level. Provide oversight, supervision and support to health facilities with regards to the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the integrated Primary Health care services and outcomes in the Sub-district.
- ENQUIRIES** : Dr JE Eygelaar Tel No: (027) 213-4070
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test/assessment. The pool of applications will be considered for vacancies within the Matzikama 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.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/521** : **OPERATIONAL MANAGER NURSING (GENERAL)**
West Coast District
- SALARY** : R549 192 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Valid code B/EB driver's licence. Ability to travel to attend meetings, outreach, or operational activities. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy. Ability to work in a high-pressure healthcare environment with frequent interruptions and competing priorities. Ability to supervise, support, and manage staff across various categories.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
- ENQUIRIES** : Ms L van Geems-Wolmarans Tel No: (022) 921-2153
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 April 2026, 17:00 PM

POST 10/522 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL MAINTENANCE (X2 POSTS)**

Directorate: Engineering and Technical Services

SALARY CENTRE

Grade A: R480 261 per annum
Metro East Hub, Highlands Drive Lentegour (X1 Post)
Metro West Hub, Station Road Retreat (X1 Post)

REQUIREMENTS

Minimum educational qualification: Appropriate Trade Test Certificate in one of the following trades: Electrical, Air-Conditioning/Refrigeration, Millwright, Fitter and Turner, Boilermaker, Welder. Experience: 10 years post qualification experience of which at least 5 years shall be as an Artisan Foreman or similar management role. Appropriate supervisory/managerial experience of a multidiscipline workshop (Electrical, Air-Conditioning, Mechanical). Appropriate experience in the procurement of goods and services and contracted maintenance. Inherent requirements of the job: Overtime and standby should the need arise, day or night. Emergency response to urgent and emergency maintenance needs. Willing to travel anywhere within the Western Cape province and overnight if required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience. Maintenance specifications and basic contract management.

DUTIES

Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Facilities. Updating and managing electronic job card management system. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.

ENQUIRIES APPLICATIONS

Mr SA Reichert Tel No: (021) 830-3768
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE CLOSING DATE

No payment of any kind is required when applying for this post.
09 April 2026, 17:00 PM

POST 10/523 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

Central Karoo District

SALARY

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

CENTRE

Laingsburg CC

REQUIREMENTS

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive. Willingness to work overtime when necessary and to work at other clinics and mobiles in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills verbal and written. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

- DUTIES** : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.
- ENQUIRIES APPLICATIONS** : Mr G Samuels Tel No: (023) 814-2023
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).
: 09 April 2026, 17:00 PM
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/524** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Cape Winelands Health District
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE REQUIREMENTS** : Nkqubela PHC Clinic, Langeberg 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 Professional Nurse and Midwife. Post – basic qualification, with duration of at least 1-year, in Curative Skills and Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC. 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/recognisable 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 appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Valid (code B/EB) driver's licence. Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation Computer literacy (MS Word, Excel and Outlook) to be able to communicate Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms MP Williams Tel No: (023) 626-8547
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- 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 interview. The 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 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.

- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/525** : **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District
- SALARY** : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
- CENTRE** : Piketberg CDC (X1 Post)
Bergriver Sub-District (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable 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 appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to travel between PHC facilities within the Bergrivier SD and provide relief as Clinical Nurse Practitioner. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.
- DUTIES** : The effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.
- ENQUIRIES** : Ms M.E Ramokgadi Tel No: (022) 913-3062
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- 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 candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Bergriver Sub-district, for a period of three months from date of advert.
- CLOSING DATE** : 09 April 2026, 17:00 PM

<u>POST 10/526</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: IPC, QA AND OHS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna 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 a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project and Financial management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy in (Ms Word, Excel and PowerPoint). Good communicate skills (written and verbal).
<u>DUTIES</u>	:	Support the Health Establishments (HE) staff meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CG Wagener Tel No: (044) 302 8400 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<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: Occupational Health Nursing Science with the South African Nursing Council. 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>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/527</u>	:	<u>ASSISTANT DIRECTOR: HRD (BURSARIES)</u> Directorate: People Development
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year diploma/degree (or equivalent qualification) in Human Resource Development or a related field. Experience: Appropriate experience in Human Resource Development, including bursary or training administration. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Human Resource Development and bursary management within legislative frameworks. Skills Development legislation and People

Development strategy. Financial policies, PFMA requirements and project management principles. Departmental structures and HRD procedures. Planning, organising, problem solving and analytical thinking. Facilitation, stakeholder engagement, presentation and report writing. Conflict management, interpersonal communication and data interpretation. Work independently and under pressure. Lead teams effectively and introduce improvements to existing systems. Adapt to changing operational environments.

DUTIES : Bursary Planning, Development & Implementation. Monitoring, Evaluation & Reporting. Marketing & Stakeholder Coordination. Bursary Administration & Financial Management. Staff Management & Support to Supervisor.

ENQUIRIES : Mr A Thorne Tel No: (021) 483-5917
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/528 : **ASSISTANT DIRECTOR: QUALITY IMPROVEMENT AND GOVERNANCE**
 Chief Directorate: Metro Health Services

SALARY : R468 459 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in a health-related field registrable with any South African Health Professional Body. Experience: Appropriate experience of utilising recognised quality improvement methodology in a healthcare environment. Evidence of delivering training in Quality Improvement methodology to groups and individuals. Inherent requirement of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills): Advanced coaching experience to admin and clinical personnel in a healthcare ecosystem. Extensive working experience utilising recognised improvement methodology in a healthcare setting. Experience in translating strategic goals of health care services using quality improvement methodology to maximise efficiency and achieve good health outcomes. Experience of utilising advanced data analysis to make recommendations to management on process improvement in a health care setting. Advanced computer skills in Microsoft 365 packages.

DUTIES : Work within a healthcare ecosystem to support health care facilities and services along the patient pathway. Work with internal and external stakeholders to facilitate process improvement to the healthcare ecosystem. Lead and direct process improvement projects that delivers measurable operational performance improvement. Coaching of all levels of healthcare personnel in recognised quality improvement methodology to improve operational performance. Create an empowering culture within teams to translate strategic direction into meaningful sustainable objectives. Develop a training program, based on an established service improvement framework that can sustain improvement thinking and application, and assist with the development and training material to different staff categories.

ENQUIRIES : Mr Jonathan Vaughan Tel No: (021) 799-1201, or email: Jonathan.Vaughan@westerncape.gov.za

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

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.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/529 : **ASSISTANT DIRECTOR: LABOUR RELATIONS**
 Chief Directorate: People Management
 Directorate: Labour Relations

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in Labour Relations in the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver's licence and

		willingness to travel. Competencies (knowledge/skills): Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Understanding collective bargaining and dispute resolution in the essential services. Investigative and presiding skills in respect of disciplinary matters/hearings.
<u>DUTIES</u>	:	Give expert advice and support regarding variety of labour relations issues such as misconduct, grievances, and disputes. Act as employer's representative at misconduct disciplinary hearings, conciliations and arbitrations. Facilitate Labour Relations trainings. Investigate and management of grievances. Monitoring and Evaluation of relevant employment relations practices and activities. Management of ER database, draft learning outcomes reports, relevant standard operating procedures and policies. Ensure optimal supervision of staff.
<u>ENQUIRIES</u>	:	Ms Z Rikwe / Mr M Ngqame Tel No: (021) 831-5864
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/530</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Cardiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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: Cardiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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. Valid driver's license. Also necessary to do outreach clinics. Competencies (knowledge/skills): Advanced knowledge of Echocardiography, Hemodynamics and Cath lab work including IVUS and OCT and IABP therapy and hemodynamic analysis. Importantly you need to be very skilled in pacemaker implant testing and follow up of pacemaker, ICD'S and CRT devices. Need to do ECG Holter ECG, stress ECG and Dobutamine stress Echo. Relevant experience in all aspects of Cardiac Physiology. Emergency procedures and ACLS competency required.
<u>DUTIES</u>	:	Perform electrocardiograms (ECGs) on patients in laboratory, ward, and intensive care unit (ICU) settings to monitor and assess rhythm abnormalities. Conduct stress tests and exercise tolerance tests in laboratory settings to evaluate cardiac performance under physical exertion. Perform echocardiography (including transthoracic and transoesophageal echocardiograms) on patients in Echo unit, ward, and ICU settings to assess heart structure and function. Carry out Holter monitoring and ambulatory blood pressure monitoring to evaluate cardiac rhythm and blood pressure over extended periods. Perform advanced cardiac diagnostic procedures, such as tilt table testing and cardiac event monitoring, in laboratory and clinical settings. Assist in cardiac catheterization procedures and other interventional cardiology procedures in the catheterization laboratory with regards to hemodynamics and emergency procedures. Participate in intraoperative monitoring during pacemaker surgeries to ensure patient safety. Participate in research projects

		related to cardiology, contributing to advancements in cardiac care and technology. Engage in ongoing quality control and infection control measures to maintain high standards of patient care and safety. Train and mentor Clinical Technology students in cardiology, sharing expertise and practical knowledge. Perform administrative duties as assigned, including maintaining patient records, managing equipment, and ensuring compliance with clinical protocols. Mr. J Steyn Tel No: (021) 938-4099 or email: Jan.Steyn@westerncape.gov.za
<u>ENQUIRIES</u>	:	
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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: Cardiology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/531</u>	:	<u>MEDICAL TECHNOLOGIST GRADE 1 TO 3 (MEDICINE: HAEMATOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist (Haematology or Clinical Pathology). Registration with a professional council: Registration with the HPCSA as a Medical Technologist (Clinical Pathology or Haematology). Experience: Grade 1: None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA as a Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Medical Technologist 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: Perform after hours, weekend and public holidays as required. Proven immunity to Hepatitis B or willingness to be vaccinated and tested before commencement. Competencies (knowledge/skills): Strong knowledge of laboratory techniques, contamination prevention and ISO 15189 standards. Ability to work independently and self-manage. Excellent communication (verbal and written) and interpersonal skills. Relevant laboratory experience in stem cell handling, haematology, or related biomedical field.
<u>DUTIES</u>	:	Transporting stem cells and donor lymphocytes to Groote Schuur Hospital wards and Red Cross Children's Hospital. Supplying transplant data to the Information Management Unit and E5 medical staff. Administration and ordering of consumables to prevent delays. Assistance with Core Needle Lymph Node Biopsy sessions (scheduled and ad hoc). Maintenance and servicing laboratory instrumentation. Weekly checks and replenishment of liquid nitrogen in storage vessels. Cryopreservation of haematopoietic stem cells using controlled freezing and liquid nitrogen storage systems. Experience in cellular therapy: Graft manipulation, storage, and issue of stem cells and donor lymphocytes.
<u>ENQUIRIES</u>	:	Prof E Verburgh Tel No: (021) 404 3070 or email: estelle.verburgh@uct.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within Groote Schuur

Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
09 April 2026, 17:00 PM

CLOSING DATE

POST 10/532

SENIOR ADMINISTRATIVE OFFICER: FINANCE
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

R397 116 per annum
Klipfontein / Mitchells Plain Sub-structure Office
Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Finance that focuses on the key performance areas of the post. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial systems, processes, procedures, prescripts and legislative framework (PFMA, NTRs, etc.). Knowledge of BAS and PERSAL, Advanced computer literacy in MS Office (Word, Excel, PowerPoint). Knowledge of Annual Financial Statements. Knowledge of budget, expenditure and suspense accounts. Ability to analyze and provide solutions to problems. In-depth knowledge of SCOA codes and reports on BAS. Good leadership and managerial skills. Ability to work under pressure and independently. Supervisory experience.

DUTIES

Effective and efficient finance management and Support to supervisor & component Effectively manage the Finance section to achieve its goals and targets. To ensure the effective account and budget management, Expenditure Control of Payment and Journals. Manage and authorises processes over Sundry Payments on the Basic Accounting System (BAS). Administer transfer payments. Manage contracts of funded NPO's within the Klipfontein / Mitchells Plain Sub-structure area, quarterly m&e' s and the entire contract processes. Revenue Function and ensure effective and efficient Debt management. Ensure timeous and accurate reporting regarding the Annual Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations and instructions as practiced in the Public Sector. Do quarterly evaluations, give training to personnel and manage the performance and development of staff. Reporting to Head Office.

ENQUIRIES
APPLICATIONS

Ms A Mdeu Tel No: (021) 370-5029
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

09 April 2026, 17:00 PM

POST 10/533

SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES AND CHILD AND ADOLESCENT) (X2 POSTS)
Chief Directorate: Metro Health Service

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

Lentegeur Hospital
Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A

minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom). Appropriate social work experience in psychiatry, Intellectual Disability, inpatient and outpatient social work services.

DUTIES : Conduct psycho-social assessments of mental health care users. Provide users and family members with psycho-educational services with regards to mental health diagnosis, recovery principles, addiction and dual diagnosis. Address social issues that might impede the user's ability to recover timeously with the MDT. Contribute to well-developed exit plans for users. Linking of high-risk users and families to relevant support structures in the community. Recording of user information in accordance with relevant professional, and legal guidelines. Information management: Collecting statistical and operational data. Quality service outputs through participation in continued professional development.

ENQUIRIES : Ms N Mfiki Tel No: (021) 370-1403
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/534 : **SOCIAL WORKER GRADE 1 TO 4**
 Garden Route 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 : Harry Comay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Worker. Registration with a professional council: Registration with SACSSP as a Social Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' appropriate experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Social worker supervision framework; human behaviour and social systems; and the ability to intervene at the points where individuals interact with their surroundings to foster social well-being; social work interventions and theories; Knowledge and Information Management; Professional ethics and protocol; relevant legislation, policies, and prescripts (standards and norms); social dynamics, work values, and principles; and empowering and developing others. Good communication (written and verbal) and report-writing skills. Self-management and motivation, good planning, organizing, problem solving and analytical skills. Computer literacy (MS Word, Excel and Outlook). Presentation and facilitation skills. Client orientation and customer focus. Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Ability and competence to ensure

that one assists, advocates and empowers individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Understanding and ability to ensure that one provides social services towards protecting people who are vulnerable, at-risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs (Case work, group work and Community work). Perform all the administrative functions required of the job including Clinicom monthly stats Conduct initial psychosocial assessments of patients to identify social needs, background and develop intervention plan. Support patients and families in navigating financial and social challenges, such as employer communication, insurance claims, UIF applications and SASSA disability grant applications.

ENQUIRIES : Dr TS Ackerman Tel No: (044) 814 - 1124
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/535 : **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 : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: An Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with 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 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 requirement of the job: Valid driver's Licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and Power point) 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 of the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting. Appropriate experience in a Health environment.

DUTIES : Provision of comprehensive, client centered specialized social work services in the field of Rehabilitation and Intermediate care. Utilize and manage resources (Finance, Estate, and IT) with the focus on cost containment. Participate in training and development of staff in research activities. Assist with

- the achievement of the departmental and organizational goals. Liaison with Macro- and Micro- environment.
- ENQUIRIES** : Ms R. Gabriels Tel No: (021) 370- 2337
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a 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.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/536** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X2 POSTS)**
Central Karoo District
- SALARY** : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Plus a 8% rural allowance of your annual basic salary)
- CENTRE** : Laingsburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the hospital 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 skills (both written and verbal).
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
- ENQUIRIES** : Mr G Samuels Tel No: (023) 814-2015
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- 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 applicants will be

considered for vacancies within the Central Karoo 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.

CLOSING DATE

: 09 April 2026, 17:00 PM

POST 10/537

: **PROFESSIONAL NURSE (GENERAL) GRADE 1 TO 3 (RELIEF)**
Overberg District
(Contract until 31 March 2026)

SALARY

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

CENTRE REQUIREMENTS

: Otto Du Plessis Hospital, Cape Agulhas Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) 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 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 requirement of the job: A valid (Code B/EB/C1) driver's license. Must be prepared to rotate in all departments according to operational requirements. Willingness to work day/night shifts and overtime when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES

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

ENQUIRIES APPLICATIONS

: Ms A Ludik Tel No: (028) 214-5851
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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 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.

CLOSING DATE

: 09 April 2026, 17:00 PM

POST 10/538

: **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE) (RELIEF) (X2 POSTS)**
Overberg District
(Contract until 31 December 2026)

SALARY

: Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Annual salary plus 37% in lieu of service benefits.)

CENTRE REQUIREMENTS

: Bredasdorp Clinic, Cape Agulhas Sub-district and Grabouw CHC, Theewaterskloof Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) 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 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 requirement of the job: A valid (Code B/EB/C1) driver's license. Willing to assist in all other PHC facilities in the Sub-district, when operational need arises, e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Willing to work overtime when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES

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

ENQUIRIES APPLICATIONS

: Ms A Ludik Tel No: (028) 214-5851
 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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 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.

CLOSING DATE

: 09 April 2026, 17:00 PM

POST 10/539

: **PARAMEDIC GRADE 1 TO 4 (X2 POSTS)**
 Chief Directorate: Emergency and Clinical Support Services

SALARY

: Grade 1: R321 372 per annum
 Grade 2: R397 308 per annum
 Grade 3: R487 014 per annum
 Grade 4: R570 267 per annum

CENTRE REQUIREMENTS

: Metropole and Rural Districts; Emergency Medical Services
 : Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: **Grade 1:** Registration with the HPCSA as Paramedic (CCA). **Grade 2:** Registration with the HPCSA as Paramedic with CCA or National Diploma. **Grade 3:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. **Grade 4:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 years after registration with the HPCSA as Paramedic (CCA). **Grade 3:** 7 years after registration with the HPCSA as Paramedic (CCA). **Grade 4:** None after registration with the HPCSA as Paramedic with

		National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP–None. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Physical and mental fitness. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Computer literacy and skills.
<u>DUTIES</u>	:	Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	EMS Northern District Office – Mr A Hickey Tel No: (021) 830-1150 /Mr. M Solomons Tel No: (021) 830-1149 EMS Western District Office – Mr A Lund Tel No: (021) 508-4508 / Mr J Calvert, Tel No: (021) 508-4507 EMS Southern District Office – Mr M Mdzeke Tel No: (021) 374-2316/ Mr K Ndiki Tel No: (021) 374-2316/7 EMS Eastern District Office – Mr M Petersen Tel No: (021) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807 EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853 EMS Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022 EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100 EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L Jacobs Tel No: (044) 802-2521 EMS Central Karoo District Office – Mr J Jansen Tel No: (023) 449-8202 / Ms L Fortuin Tel No: (023) 449-8209
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/540</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING: X10 POSTS; PHARMACY: X1 POST)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative services. Appropriate experience to work on Clinicom and NIMS. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Good interpersonal and communication skills. Good organisational skills and the ability to function under pressure and as part of a team. Computer literacy

		in MS Word and Excel. Knowledge of human resource management, labour legislation and the nursing agency tender process.
<u>DUTIES</u>	:	Patient service and ward admin support: The candidate will be responsible for providing an effective administrative service in the ward and nursing support. Financial resources: Participate in monitoring and counting of assets, checking of equipment. Patient file Management: Prepare folders and x-ray of booked patients. Effective utilization of Human and Financial Resources to assist in achieving the objectives of the unit. Delivering effective support to the unit as well as to other departments / modules on a relief basis.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/541</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience in Finance Department. Appropriate working experience in LOGIS and BAS. Inherent requirements of the job: Willingness to rotate with the Finance Section and relieve colleagues. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint, email) relevant knowledge, skills, and experience in processes, procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer's System of the Department of Health, including delegations. Knowledge and experience of LOGIS and BAS. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Knowledge and experience in Supplier Reconciliation. Working knowledge of ledger accounts and debt. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills.
<u>DUTIES</u>	:	Provide a financial administrative service& overall management of activities within the office. Render an effective and efficient Sundry Creditors and Logis payment function. Ensure that invoices are paid within 30 days. Effective reconciliation of monthly supplier statements. Rendering an effective and efficient verifying and pre-authorisation function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts. Effective handling of computer systems such as Logis and/ or Bas. Capturing and Approving of Log 1's. Filling and safekeeping of documents.
<u>ENQUIRIES</u>	:	Ms A Delcarme Tel No: (021) 799 1289 or email: Andrea.Delcarme@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/542</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in an acute Hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks, Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, PowerPoint). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Knowledge of LOGIS. Knowledge of Clinicom. Knowledge of HealthNet.
<u>DUTIES</u>	:	The provision of an administrative system to manage the activities of the operational nursing unit. Providing operational support to the nursing unit. Maintain code of ethics and core values to ensure effective interpersonal

communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS & other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.

ENQUIRIES APPLICATIONS : Ms MA Van der Linde Tel No: (044) 802-4461
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/543 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMINISTRATION) (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate administration experience. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Good communication (written and verbal) skills. Computer literacy (MS Word and Excel). Good numeracy or mathematical skills. Comprehensive and sound knowledge regarding all human resource management, salary administration and related matters.

DUTIES : Effective handling of all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL system. Auditing of personnel, pension and leave files. Perform a variety of clerical duties including filing. Assist staff, colleagues, supervisors, management and members of public with regard to human resource and personnel matters. Handle a variety of personnel, written and telephonic enquiries. Assist with other administrative functions in the personnel component when necessary. Handle all aspects pertaining to Human Resource Management.

ENQUIRIES APPLICATIONS : Ms P Samson Tel No: (021) 938-5033
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/544 : **ADMINISTRATION CLERK: WARDS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Mowbray Maternity Hospital
: Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience in a Hospital and/or Community Health Centre environment that focuses on the Key Performance Areas (duties) of the post. Inherent requirement of the job: Willingness to work overtime, work shifts which include night duty, weekends and public holidays. Willingness to rotate between departments as needed. Competencies (knowledge/skills): Computer literacy.

DUTIES : Accurate patient assessments and patient admissions on Clinicom system. Complete patient discharge documentation and system discharges. Ensure timeous and accurate collection and submission of statistics. Accurate collection and safekeeping of state money and patient valuables. File patient clinical notes and laboratory results in folders. Monitoring and ordering of inventory. Attend to patient queries (verbal and written).

ENQUIRIES APPLICATIONS : Ms. G Falck Tel No: (021) 659 5576
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/545 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Cape Winelands Health District

SALARY : R228 321 per annum
CENTRE : Montagu PHC Clinic, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in PHC Facility. Experience in PHCIS, NHLS, Sinjani, Ideal Clinic and IPWIS. Experience in filing system. Inherent requirement of the job: Willingness to work on mobile clinic and overtime when needed. Valid (Code B / EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written).

DUTIES : General administrative support for fixed PHC Clinic and 3 Mobile clinics. Compile and capture headcounts, HIV and TB data and statistics daily, weekly, and monthly on relevant systems. Appointment folders drawn and prepared according to appointment lists at least one workday before the time. All folders drawn checked for complete personal details, completed or updated if needed and enough stickers in folder. Facility folder is to be opened for all new clients, correct stationery is placed in the folders, personal details of client completed and stickers to be printed. Registry maintenance – correct refiling of active folders as received back in registry within two days and removal, archiving and disposal of inactive files according to policy. Answering the phone and dealing with enquiries, making appointments for the services in the facility and for the mobiles.

ENQUIRIES : Ms MP Williams Tel No: (023) 626-8548
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : 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 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."

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/546 : **ADMINISTRATION CLERK: REGISTRY (X2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in the duties and key responsibility areas of this post. Inherent requirement of the job: Compelled to work irregular hours (i.e. 12 hour shifts/nights/weekends/public holidays) independently with no supervision when required. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. Competencies (knowledge/skills): Compelled to work irregular hours (i.e. 12 hour shifts/nights/weekends/public holidays) independently with no supervision when required. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. An in-depth knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. An ability to work independently with minimum supervision and effectively within a team. An ability to work under pressure with a high degree of accuracy and care for long periods. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy High ethical standards as incumbent will have access to confidential files. High degree of accuracy and concentration for long periods.

DUTIES : Render an effective and efficient after hour medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions and enquiries. Provide folder management support to ECM GSH health records digitalization. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Maintenance of filing system banks and patient folder covers.

ENQUIRIES : Mr NR Weeder Tel No: (021) 404-4056
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/547 : **ADMINISTRATION CLERK: LABOUR RELATIONS**

SALARY : R228 321 per annum
CENTRE : Grootte Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in Labour Relations. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Ability to function under stressful environment and cope with heavy workload. Ability to function independently and as part of a team. Good verbal and communication skills.

DUTIES : Provide Effective assistance in the co-ordination of training. Facilitation of Formal Disciplinary Hearings. Maintain effective discipline, grievance and training database. General secretarial and administrative duties. Effective assistance with co-ordination of meetings.

ENQUIRIES : Ms B Gxasheka Tel No: (021) 404-2079
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/548 : **ADMINISTRATION CLERK: SUPPORT**
 Directorate: Employee Relations

SALARY : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in labour relations. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic knowledge in administrative support services within the Public or Private Sector. Knowledge of Labour Relations with specific reference to rendering administrative support services. Knowledge of legislative framework governing labour law. Computer Literacy in MS Office Skills.

DUTIES : Effective administrative support to the Deputy Director and specific sub-directorates by assisting with diary management, responding to both internal and external stakeholders and filing of documentation both electronically and in hard cover files. Effective administrative support to specific sub-directorates with regards submission management and maintenance of relevant databases thereof. Provide administrative support regarding meetings, workshops and training activities Assist with accommodation and traveling arrangements. Assist with LOGIS capturing.

ENQUIRIES : Mr M Ngqame Tel No: (021) 831-5864, Ms A Solomon Tel No: (021) 831-5860
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/549 : **STAFF NURSE GRADE 1 TO 2 (72 HOURS PSYCH WARD AND CARNATION WARD) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R220 614 per annum
 Grade 2: R262 287 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade1:** None **Grade 2:** A minimum of 10 years recognisable nursing experience as a Staff nurse after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, weekends and public holidays as well as overtime. Willingness to rotate within the facilities will be required.

- Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Willingness to rotate between departments. Good communication skills. Basic Computer Literacy. Self-discipline.
- DUTIES** : Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr R Geswindt Tel No: (021) 377-4410
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : 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 Chief Directorate Metro Health Services for a period of three months from the date of the adverts, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertisement post.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/550** : **STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS)**
Central Karoo District
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : 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 requirement 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 and interpersonal relationships. Self-discipline and motivation. Ability to work in a team across the service platforms.
- 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. Take actions to improve quality of nursing care. Participate in infection prevention and control.
- ENQUIRIES** : Ms N Tsengiwe Tel No: (023) 414 - 8200
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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.

- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/551** : **STAFF NURSE GRADE 1 TO 3 (FAMILY MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include: Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. - Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, proactive, flexible, assertive and supportive. Leadership skills.
- DUTIES** : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms D Williams Tel No: (044) 802-4538
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/552** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : Grade 1: R217 092 per annum
Grade 2: R252 840 per annum
- CENTRE** : Tygerberg Forensic Pathology Laboratory; Forensic Pathology Services
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing to work shifts and overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in photography. Ability to be trained in 4X4 vehicle handling. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

ENQUIRIES : Ms A Campbell, email: Arnolene.Campbell@westerncape.gov.za

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

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/553 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum

CENTRE : Hanover Park Community Health Centre

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (STD7). Experience: Appropriate housekeeping experience in a health facility. Appropriate supervisory experience. Inherent requirements of the job: Willing to work shifts, including weekends and public holidays. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Knowledge of stock and infection control. Supervisory skills.

DUTIES : Effective and efficient planning and supervision of activities of sub-ordinates. Perform household and supervisory functions to ensure the maintenance of a clean, hygienic and safe environment. Ensure the effective use and maintenance of supplies and equipment. Manage human resources/household aids.

ENQUIRIES : Ms M James Tel No: (021) 684-1302

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

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/554 : **SOCIAL AUXILIARY GRADE 1 TO 3 (SOCIAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R192 972 per annum
Grade 2: R227 292 per annum
Grade 3: R270 009 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Inherent requirements of the job: Willingness to work in all clinical Units across the hospital. Willingness to conduct community visits to stakeholders and other partners in the community. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and basic understanding of human behaviour, relationship systems and social issues

- South African Social Welfare context, policy and practice of developmental social welfare services. Good communication skills (written and verbal). Proven computer literacy (MS Word, Excel and PowerPoint). Information and knowledge management (keeping precise records and compiling accurate reports). Organising and planning skills. Problem solving and analytical skills. Presentation and facilitation skills. Client orientation and customer focus.
- DUTIES** : Assist and support social workers in providing social work services for the care, support and protection and development of vulnerable individuals, groups, families and communities through developmental programs. Provide support in clinical social work functions which includes assessments, interventions, referral services, discharges and group work programs. Assist Social workers to address matters resulting from social instability. Engage in continuous professional development. Perform administrative support functions to assist Social Workers.
- ENQUIRIES APPLICATIONS** : Ms S Mdunyelwa Tel No: (021) 826-5838
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/555** : **EMERGENCY CARE OFFICER GRADE 1 TO 3 (X6 POSTS)**
Chief Directorate: Emergency, Clinical and Support Services
- SALARY** : Grade 1: R187 488 per annum
Grade 3: R217 983 per annum
- CENTRE REQUIREMENTS** : Emergency Medical Services, Metropole and Rural Districts
: Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Registration with a professional council: **Grade 1:** Registration with the Health Professions Council of South Africa as an BAA. **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.
- DUTIES** : Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing. Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms.
- ENQUIRIES** : EMS Northern District Office – Mr A Hickey Tel No: (021) 830-1150 /Mr. M Solomons Tel No: (021) 830-1149
EMS Western District Office – Mr A Lund Tel No: (021) 508-4508 / Mr J Calvert Tel No: (021) 508-4507
EMS Southern District Office – Mr M Mdzeke Tel No: (021) 374-2316/ Mr K Ndiki Tel No: (021) 374-2316/7

EMS Eastern District Office – Mr M Petersen Tel No: (021) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807
 EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
 EMS Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022
 EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100
 EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L Jacobs Tel No: (044) 802-2521
 EMS Central Karoo District Office – Mr J Jansen Tel No: (023) 449-8202 / Ms L Fortuin Tel No: (023) 449-8209

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

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. Shortlisted candidates will be expected to undergo a practical assessment. The pool of applicants will be considered for other similar vacant posts within Emergency Medical Services for a period of 3 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.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/556 : **NURSING ASSISTANT GRADE 1 TO 3 (INTERNAL MEDICINE)**
 Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years’ appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

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

ENQUIRIES : Ms J Ehlers Tel No: (044) 802-4536

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

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

considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/557** : **NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE REQUIREMENTS** : Elsie's River CHC, Kraaifontein CHC, Symphony Way CDC
Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None after registration with SANC as a Nursing Assistant. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Willingness to assist in all departments according to operational needs. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
- DUTIES** : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Ms. JJ Heunis Tel No: (021) 931-0211/ Ms. G Naude Tel No: (021) 204-2400/ Ms. S Dixon Tel No: (021) 987-0080
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). "The pool of applications will be considered for vacancies within 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." Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/558** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum
- CENTRE REQUIREMENTS** : Harry Comay Hospital
Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the South African Pharmacy

Council as Pharmacist's Assistant (Post- Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate registration experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice Regulations. Meticulous and attention to detail.

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

ENQUIRIES : Mr S Honeyborne Tel No: (044) 814 - 1143
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/559 : **PORTER**
 Chief Directorate: Metro Health Services

SALARY : R138 486 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate porter experience. Inherent requirement of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.

DUTIES : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.

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

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<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. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/560</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Riversdale Clinic, Hessequa Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be physically able to lift heavy objects and stay on your feet for long hours. Willingness to rotate between clinics in the Sub-district according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Ability to do physical tasks and operate heavy duty cleaning equipment. Ability to work under pressure and perform physically demanding tasks.
<u>DUTIES</u>	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective waste management. Adhere to the ethics and code of conduct.
<u>ENQUIRIES</u>	:	Ms E. Braaf Tel No: (028) 713 - 8644
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/561</u>	:	<u>GENERAL WORKER (GROUNDSMAN)</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Lapa Munnik Hospital, Bergriver Sub-District
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic Numeracy and Literacy. Experience: Appropriate experience. Inherent requirements of the job: Ability to perform hard physical work. Ability to handle machines Willingness to work overtime, over weekends, and public holidays. Competencies (knowledge/skills): Ability to comply with safety standards. Effective communication skills.
<u>DUTIES</u>	:	Effective cleaning / maintenance of the hospital grounds. Responsible for waste management. Support to other supervisors and colleagues. Maintenance of basic tools and equipment.
<u>ENQUIRIES</u>	:	Mr. M. Julius Tel No: (022) 913-1337
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/562</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (20 SESSIONS PER WEEK)</u> (3-Year Contract)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Competencies (knowledge/skills): Clinical experience with high-risk obstetrics, general gynaecology and basic ultrasound. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes and referral writing skills. Sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.
<u>DUTIES</u>	:	Outpatient clinics (high risk obstetrics, diabetic clinic, special care clinic, general gynaecology clinic, oncology follow up clinics) and labour ward. General gynaecology theatre lists and emergency and elective caesarean section lists. Teaching and training of under-and postgraduate students, Reports to the Head of General O&G services for service delivery and governance.
<u>ENQUIRIES</u>	:	Prof S Gebhardt Tel No: (021) 938-4638 or email gsgeb@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 as Medical Specialist in Obstetrics and Gynaecology with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	09 April 2026, 17:00 PM
<u>POST 10/563</u>	:	<u>SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (UROLOGY) (2 HOURS PER WEEK)</u> (Contract until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: Grade 1: None after registration with HPCSA as a Medical Specialist in Urology. Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Competencies (knowledge/skills): Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery. Ability to perform urologic surgery at a tertiary level. Research experience in Urology.
<u>DUTIES</u>	:	The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological

and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses. Contribute to the under and post grad training and research agenda of the Division.

ENQUIRIES APPLICATIONS : Mrs R Alexander Tel No: (021) 406-6415 or rabia.alexander@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/564 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY: NEURO-ONCOLOGY) (SESSIONAL) (1.5 HOURS PER WEEK)**
(Contract until 31 March 2027)

SALARY : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurosurgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurosurgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurosurgery. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council with respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Competencies (knowledge/skills): Proven experience of dealing with patients with neurosurgical disorders of the spine.

DUTIES : Provide support for the Neurosurgical Oncology Firm at Groote Schuur Hospital, responsible for clinical service provision and registrar training in Neuro-oncology. Participate in integrated care of patients with brain and pituitary tumours. Supervise and train medical staff in neurosurgery. Participate in Divisional under-graduate and post graduate activities.

ENQUIRIES APPLICATIONS : Prof G Fieggen Tel No: (021) 406 6213 or email: Vuyiwe.bathaka@uct.ac.za
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/565 : **SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 NEUROSURGERY (NEUROSPINE) (10 HOURS PER WEEK)**

SALARY : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour

CENTRE : Groote Schuur Hospital, Observatory

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurosurgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurosurgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurosurgery. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council with respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Competencies (knowledge/skills): Proven experience of dealing with patients that has neurosurgical disorders of the spine.
- DUTIES** : Participate in Divisional under-graduate and post graduate activities. Supervise and train medical staff in neurosurgery with particular responsibility for spinal surgery. Participate in integrated care of patients in the Acute Spinal Cord Injury (ASCI) Unit with the Division of Orthopaedic Surgery. Provide support for the Neurosurgical spine Firm at Groote Schuur Hospital, responsible for clinical service provision and registrar training in Spinal Surgery.
- ENQUIRIES** : Prof G Fieggen Tel No: (021) 406 6213 or Vuyiwe.bathaka@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/566** : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (15 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(3-Year Contract)
- SALARY** : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour
- CENTRE** : Valkenberg Hospital
- 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. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Willing and able to work shifts when required. Willing and able to participate in after-hours duties when required. Willing and able to work with patients with infectious diseases. A valid (code

B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.

DUTIES : Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to Medical Specialist or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

ENQUIRIES : Dr R Ori Tel No: (021) 826 5863

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

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

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/567 : **SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (20 HOURS PER WEEK)**
(Contract until 31 March 2027)

SALARY : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Ability to perform emergency and elective gynaecological procedures and gynaecological outpatient consultations. Possess surgical competency in terms of operative hysteroscopy, ectopic pregnancy, gynaecological laparotomy, including cystectomy and hysterectomy. Ability to provide a family planning service for patients attending a tertiary level family planning clinic. Ability to perform basic early pregnancy and gynaecology ultrasound scans. Ability to work in

- integrated multi-disciplinary teams across platforms. Good communication skills (written and verbal).
- DUTIES** : Run a tertiary level family planning clinic independently, including but not limited to counselling, placement and removal of long-acting reversible contraceptive devices (LARCS). Run an outpatient interventional hysteroscopy clinic. Perform Gynaecology surgery. Provide clinical care to Gynae emergency and elective patients. Participation in the academic activities of our department.
- ENQUIRIES** : Dr K Brouard or Dr M Patel Tel No: (021) 404 6020 or email: kendall.brouard@uct.ac.za, malika.patel@uct.ac.za or marilyn.koks@uct.ac.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for 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)". Please ensure that you attach an updated CV.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/568** : **SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (MEDICO-LEGAL) (8 HOURS PER WEEK)**
(Contract until 31 March 2027)
- SALARY** : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Appropriate experience after Community Service. Good communication skills (verbal and written). Able to interpret/understand and summarise the clinical reports. Work timeously and have a good grasp of excel/computer skills.
- DUTIES** : Support the Medico-Legal team. Managing, reporting and processing the Road Accident Medical Forms (RAF1). Coordinating with the internal staff and attorneys and assisting with the preparation of medico-legal reports and related correspondence. Completion of all insurance forms / cases for patient admissions and treatment. Completion of all WCA forms for the department of labor. Compilation of monthly statistics for Medical Manager.
- ENQUIRIES** : Dr T Numanoglu Tel No: (021) 404 3175 or tunc.numanoglu@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for 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)”. Please ensure that you attach an updated CV.
- CLOSING DATE** : 09 April 2026, 17:00 PM
- POST 10/569** : **PHYSIOTHERAPIST GRADE 1 TO 3 (SESSIONAL)**
(Contract Until 31 March 2029)
Cape Winelands Health District
- SALARY** : Grade 1: R262 per hour
Grade 2: R306 per hour
Grade 3: R358 per hour
- CENTRE** : Witzenberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** Grade 1: None after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver’s licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Provide a holistic physiotherapy service independently and as part of a multidisciplinary team in a hospital and primary healthcare setting. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint.) Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge and skills of prescription and issuing of assistive devices including mobility assistive devices. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed and good time management. Ability to be flexible and innovative in response to differing client need and in line with the BOD within that area. Basic to intermediate wheelchair seating skills, assessments, prescription, fitting and issuing of other relevant assistive devices. Applicable therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.
- DUTIES** : Provide clinical physiotherapy service delivery to inpatients and outpatients at hospital or acute level as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO’s applicable to the designated work areas. Mentor physiotherapy students and support their learning in designated clinical areas. Clinical facilitation, and mentorship of placed students. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant NGOs. Daily collection and monthly submission of data as per

departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices, stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

**ENQUIRIES
APPLICATIONS**

: Ms R Felix Tel No: (023) 348-8105
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

: 09 April 2026, 17:00 PM

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS

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

CLOSING DATE

: 13 April 2026

NOTE

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

OTHER POSTS

POST 10/570

: **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL):
EDUCATION INFRASTRUCTURE REF NO: DOI 32/2026**

SALARY

: Grade A: R879 342 - R938 061 per annum, (OSD as prescribed)
Grade B: R990 669 - R1 067 235 per annum, (OSD as prescribed)
Grade C: R1 127 100 - R1 323 267 per annum, (OSD as prescribed)

**CENTRE
REQUIREMENTS**

: Department of Infrastructure, Western Cape Government
: An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication;

Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; knowledge of public sector procurement; Ability to work under pressure.

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; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards ; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES

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

POST 10/571

: **DEPUTY DIRECTOR: SUPPLY CHAIN ANALYTICS AND STATISTICS REF NO: DOI 25/2026**

SALARY CENTRE REQUIREMENTS

: R896 436 per annum (Level 11), (all-inclusive salary package)
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3 year B-Degree (equivalent or higher qualification) in Supply Chain Management / Data Science /Statistics / Business Administration / Information Systems or related field; A minimum of 3 years management experience; 3 years relevant experience in roles related to data governance and analysis, statistical methods, within a Supply Chain Management environment. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local, political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Supply chain processes and technologies; Statistical analysis and forecasting techniques and software; Proficiency in data analysis and data management tools and data analytics; Data Integrity and Quality Management; Data Collection Methodologies; Data Analysis Tools; Data Governance Regulatory Compliance Knowledge; Supply chain management software; Familiarity with data governance frameworks and tools; Proficiency in analysing system performance data; Skills in integrating data from various SCM systems, ensuring; Data consistency and accuracy for performance analysis; SCM Performance Metrics and KPIs; SCM IT and Systems; Quality Assurance; Strong analytical and statistical skills; Proficiency in data visualization tools (e.g. Tableau, Power BI); Familiarity with data

- governance frameworks and quality assurance practices; Excellent communication and stakeholder engagement abilities; Numeracy; Computer Literacy ;Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis.
- DUTIES** : Ensure data governance and quality assurance; Collect and analyse data to integrate SCM system performance, improve capacity, and strengthen governance linkages, statistics and reporting, and provide input for training plans and compliance assessment; Engage and collaborate with internal and external stakeholders to understand their SCM reporting needs, ensuring that analytical outputs are relevant and actionable, and present findings clearly while integrating all data for cohesive reporting; Foster innovation and continuous improvement in SCM by exploring new technologies and data analytics solutions, staying updated on industry trends, and integrating best practices to enhance analytical capabilities and promote a culture of learning and adaptability; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.
- ENQUIRIES** : Ms P van der Merwe Tel No: (021) 483 6915
- POST 10/572** : **ADMINISTRATIVE OFFICER: MASAKHISISWE BURSARY PROGRAMME REF NO: DOI 30/2026**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration; Skills Development Legislative and framework; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy; Strategic Infrastructure Plan Knowledge of relevant software packages and sound application of relevant computer programmes; Human capital administration; Financial administration. Skills needed: Computer Literacy; Communication and negotiation skills (written and verbal); Report writing & formulation skills; Ability to interpret and apply policy; Ability to conduct basic research.
- DUTIES** : To enhance the business processes and procedures of the Masakh'iSizwe Bursary Programme by participating in the planning of the Masakh'iSizwe Bursary Programme and projects to ensure the programme services are aligned to the strategic objectives and operational needs of the Department; Conduct research on matters that impact and inform the Masakh'iSizwe Bursary Programme in respect of support services required and/or rendered to Masakh'iSizwe bursars; Maximize the effective use of support services by creating awareness in respect of support services among role-players; Co-ordinate and facilitate the mentoring programme to assist the bursar to acquire the required development objective(s); Evaluate, review and monitor the support services programme to determine whether the predetermined objectives and required outcomes are achieved in line with the stipulated time frame; Co-ordinate administrative management control measures pertaining to Support Services Programme; Ensure sustainable partnership with internal and external stakeholders; Manage project related resources.
- ENQUIRIES** : Ms C September Tel No: (021) 483 9841
- POST 10/573** : **ADMINISTRATIVE OFFICER: HUMAN SETTLEMENT PLANNING REF NO DOI 31/2026**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07)
: Department of Infrastructure, Western Cape Government.
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Relevant legislation/ policies/prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Ability to capture data and filter records appropriately, to guide reporting requirement. Skills in the following: Communication skills (written and verbal); Planning and organising; Analytical;

DUTIES : Administrative; Database management; Report writing; Interpersonal and problem-solving skills.
: Render line administrative support services; Co-ordinate Monitoring and Evaluation activities and maintain the relevant systems; Provide support to the Chief Directorate for supply chain management; Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Ms L White Tel No: (021) 483 2581

POST 10/574 : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 26/2026**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Working knowledge and understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Computer literacy; Good verbal & written communication; Planning and organising; Teamwork; Interpersonal relations.

DUTIES : Render administrative functions; Render Asset Management clerical support; Render demand and acquisition clerical support; Render Logistical support services.

ENQUIRIES : Ms H Kleinhans Tel No: (021) 959 7700

POST 10/575 : **ACCOUNTING CLERK (COSTING): MANAGEMENT AND FINANCIAL ACCOUNTING (BELLVILLE) REF NO: DOI 29/2026**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Working knowledge of the following: National, provincial and departmental prescripts and practices; Costing, Financial, Supply Chain and Personnel Administration Systems; Skills needed: Communication (written and verbal); Computer literacy in MS Excel and MS Word; Interpersonal; Problem-solving; Creative thinking; Ability to work under pressure and meet deadline; Able to work independently and as part of a team.

DUTIES : Request reports and printouts on a monthly basis in respect to Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL) and Logistical Information System (LOGIS); Review of all workshop Logs captured on IMMS system; Perform financial calculations; Recons on all reports (IMMS, BAS and LOGIS); Monthly journalising of all claimable PR50 accounts for fuel supplied and jobs done at the Road Sign Factory Shop.

ENQUIRIES : Mr R Hendricks Tel No: (021) 959 7700

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 13 April 2026

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

OTHER POST

POST 10/576 : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING (LG-HR) REF NO: LG 06/2026 (X2 POSTS)**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Legal/HR or related field; A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Organisation design and performance management in a local government context; Municipal Staff Regulations for staff below S56 and related legislation; Public sector reporting procedures; Human Resource Management; Research and analysing; Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office packages; Presentation skills; Policy analysis and development; Project management; Leadership; Report writing; Ability to interpret and apply policies.

DUTIES : Develop and regulate a framework for monitoring all aspects of the Municipal Staff Regulation implementation in Metro and Municipalities; Collect, collate and validate data and information relating to monitoring outcomes; Monitor and evaluate implementation of relevant legislation; Assess and analyse data from Municipalities to conduct diagnostic evaluations and provide support; Provide input to National and Provincial policy and legislative processes of Municipalities; Administer the provincial statutory responsibilities with regard to the Municipal Staff Regulations (MSR) and related legislation; Have the capability to analyse organisational structures aligned to MSR and provide comments; Monitor whether municipalities comply with the provisions of the Municipal Staff Regulations and related legislation; Support municipalities with the implementation of the Municipal Staff Regulations; Deal with complaints, queries and requests from municipalities, ministerial and departments; To manage internal human resources and performance management; To provide the financial management and strategic inputs of the Sub-directorate.

ENQUIRIES : Ms S Greyling Tel No: (021) 483 6126.

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 13 April 2026

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

OTHER POSTS

POST 10/577 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: WCMD 04/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 3 years' experience in

financial reporting environment; A valid (Code B or higher) driving licence .NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; Fleet Man system, MS Office, Outlook, Oracle EBS, GRAP. Skills needed: Proven computer literacy; Organisational; Financial reporting; Supervisory skills; Good problem solving; Conflict resolution; Analytical thinking; Ability to interpret relevant directives and policies; Communication (Verbal and writing) skills; Numerical; self-motivated; Work under pressure; Systematic approach; Innovative thinking; Leadership.

DUTIES : Manage and control the following: Asset registers and Standard Chart of Accounts (SCOA); All aspects regarding unspent conditional grants; Input, processing and reporting of PPE, intangible- and heritage assets; All aspects regarding finance leases; All aspects regarding operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4792

POST 10/578 : **LOGISTICS OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 98/2025 R1**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
 : Western Cape Mobility Department, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management or Finance; A minimum of 3 years relevant experience in supply chain management or finance; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Asset management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Customer Care; Reporting; Problem-solving; Good Verbal and Written Communication; Creative Thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Administer Requisitions; Administer Purchases; Administer Payments; Perform Office Administration; Supervisory functions; Logistics and asset management or finance working environment.

ENQUIRIES : Ms CL Gelderbloem Tel No: (021) 483 2167

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 13 April 2026

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

Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 10/579** : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 10/2026**
(12 Month Contract)
- SALARY** : R468 459 - R561 894 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B- Degree in Industrial Psychology with a minimum of 3-years' supervisory experience in a Recruitment and Selection environment at an administrator/recruiter level. A valid code B driving licence. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyse information; Ability to work under pressure and meet deadlines.
- DUTIES** : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance; Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels.
- ENQUIRIES** : Mr F Gerber Tel No: (021) 483 6028
- POST 10/580** : **LABOUR RELATIONS OFFICER: MISCONDUCT DISPUTES AND GRIEVANCES REF NO: DOTP 01/2026**
- SALARY** : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience within employee relations; A valid (Code B or higher) driving licence .NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act, Public Service Regulations, Labour Relations, Human Resource Management and Conflict Management; Appropriate labour legislation; Relevant discipline, grievance and dispute procedures. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Written and verbal communication skills.
- DUTIES** : Handle misconduct matters; Handle grievances matter; Handle disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates; Represent the employer in dispute (conciliation and arbitration) matters and disciplinary hearings.

- ENQUIRIES** : Ms Ilse Sinclair at Ilse.Sinclair@westerncape.gov.za/ Tel No: (021) 483 3520
- POST 10/581** : **LABOUR RELATIONS OFFICER: RESEARCH AND CAPACITY BUILDING REF NO: DOTP 11/2026**
- SALARY CENTRE REQUIREMENTS** : R397 116 - R467 790 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations; Labour Relations Act; Applicable legislations and Bargaining Council Resolutions. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (excellent written and verbal); Good Training/facilitating skills; Conflict Management skills; Following instructions and coping with pressure; Good planning and organising skills.
- DUTIES** : Manage enquiries, coordinate and facilitate training initiatives related to employee relations programmes; Draft appeal submissions and prepare applications for reinstatement; Develop guidelines and documentation on key Employee Relations topics; Provide expert advice on Employee Relations processes and procedures; Provide administrative support (update databases) to ensure the optimal performance of the business and operational functions within the Research and Capacity Building Unit; Do research and keep abreast with labour relations trends.
- ENQUIRIES** : Lerato Mojelele Tel No: (021) 483 3323
/ Lerato.Mojelele@westerncape.gov.za/ Shireen Hans Tel No: (021) 483 3533/Shireen.Hans@westerncape.gov.za
- POST 10/582** : **TALENT SOURCING OFFICER: TALENT SOURCING, REF NO: DOTP 12/2026 (VARIOUS POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R325 101 - R382 959 per annum (Level 07).
: Department of the Premier, Western Cape Government
: Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology; A minimum of 1 year experience in a Recruitment and Selection environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and interview processes; Public service / government policies; Online recruitment; Experience in the following: Drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Technical recruiting which includes e-Recruit support, competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative skills; Data management. Skills needed: Excellent communication (verbal and written) skills; Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations.
- DUTIES** : Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes; Advising Senior and Executive management on the recruitment and selection process and best talent.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 13 April 2026

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

OTHER POSTS

POST 10/583 : **SOCIAL WORK POLICY MANAGER: CHILD PROTECTION REF NO: DSD 10/2026**

SALARY : Grade 1: R970 686 – R1 109 877 per annum, (OSD as prescribed)
Grade 2: R1 154 706 – R1 360 185 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Networking; Psycho social intervention; Written and verbal communication skills; People management practices; Conflict management; Interpersonal; Ability to compile complex reports (Report-writing); Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus; Professional counselling; Policy Analysis and development; Financial management; Monitoring and evaluation skills.

DUTIES : Develop / facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; To manage quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes); Manage the registration process of facilities in terms of the relevant legislation; Manage the Accreditation/registration of Programme Specific Programmes Processes; Manage the monitoring of service activation in relation to a victim of crime as per relevant legislation; Information Management System(s); Stakeholder Management / Relationship Management (International / National / Provincial / Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Research; Plan and ensure that social work policy

research and development are undertaken. Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher-level administrative functions.
Ms L Goosen Tel No: (021) 483 9394

ENQUIRIES

POST 10/584

**SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS LOCATIONS),
REF NO. DSD 12/2026**

SALARY

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

**CENTRE
REQUIREMENTS**

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

DUTIES

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

ENQUIRIES

Ms C Lesch Tel No: (021) 812 0940

POST 10/585

**PERSONAL ASSISTANT: SOCIAL WELFARE AND RESTORATIVE
SERVICES REF NO: DSD 11/2026**

SALARY

CENTRE

REQUIREMENTS

R325 101 - R382 959 per annum (Level 07)
Department of Social Development, Western Cape Government.
Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to senior management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures; Financial administration. Skills needed: Written and verbal Communication; Good telephone etiquette; Computer literacy; Sound organisational; Good people skills; High level of reliability; Good grooming and presentation; Ability to act

- with tact and discretion; Ability to do research and analyse documents and situations.
- DUTIES** : Provides a secretarial /receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts / policies and other documents and ensures that the application thereof is understood.
- ENQUIRIES** : Ms L Goosen Tel No: (021) 483 9394
- POST 10/586** : **PERSONAL ASSISTANT: CHILDREN AND FAMILIES REF NO: DSD 13/2026**
- SALARY** : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of relevant legislation / policies / prescripts and procedures; Financial administration; Written and verbal communication skills and the ability to communicate well with people at different levels and from different backgrounds; Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; High level of reliability; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation.
- DUTIES** : Provides a secretarial /receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts /policies and other documents and ensure that the application.
- ENQUIRIES** : Mr T Kwakwini Tel No: (021) 483 4115
- POST 10/587** : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES (BERGRIVER) REF NO: DSD 46/2025R1**
- SALARY** : Grade 1: R278 169- R321 960 per annum, (OSD as prescribed)
Grade 2: R334 419 - R393 933 per annum, (OSD as prescribed)
Grade 3: R404 826 - R543 120 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.
- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with

ENQUIRIES

new developments in the community development field to enhance service delivery.
: Ms I Koen Tel No: (021) 840 3500